

GOVERNOR’S GROVE HOMEOWNERS ASSOCIATION, INC.
POLICY RESOLUTION NO. 1
DESIGN GUIDELINES
LANDSCAPING & ARCHITECTURAL COMMITTEE (LARC)

WHEREAS, the Bylaws of Governor’s Grove Homeowners Association authorizes the Board of directors to create a Landscaping & Architectural Committee(s) (LARC); and

WHEREAS, the Board of Directors has appointed the membership of a Landscaping and Architectural Committee pursuant to the documents; and

WHEREAS, Article V, charges the Board of Directors with the duty to regulate the external design, appearance, use and maintenance of the property, and

WHEREAS, The Board of Directors shall have the power to adopt Design Guidelines proposed by the LARC; and

NOW, THEREFORE, BE IT KNOWN THAT the following Design Guidelines are adopted by the Board of Directors.

1. PROCEDURE

A. Background Information

1. These procedures and guidelines are provided as a supplement to the Declaration of Covenants, Conditions and Restrictions, which each Homeowner received at or prior to settlement. The intent of the guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions, which he or she may contemplate for his or her property.
2. To conform to the Covenants, each proposed alteration or addition must be specifically recommended by the Landscape & Architectural Committee and approved by the Board of Directors, even though the improvement conforms to the guidelines that follow.
3. The LARC will review proposals that do not comply with the following guidelines on a case by case basis. However, it is asked that homeowners modify their properties within these guidelines whenever possible.
4. The LARC will consider only written requests as herein outlined. Verbal requests will not be considered. Application packages may be hand delivered, mailed or scanned and emailed to the LARC.
5. Approval is required prior to commencing construction, so please allow enough lead time when submitting your application. The LARC and Board have forty-five (45) days to process a completed application package.
6. Approval by Fairfax County does not constitute approval by the Board of Directors.

7. All LARC and Board approvals must be in writing. The approved or disapproved package will be returned to the homeowner by mail or email attachment.

B. Application Procedures

1. Application forms may be obtained from Governor's Grove Landscape & Architectural Committee members, Board members, Governor's Grove's Homeowners Association, website or LARC mailbox (located at 5634 GPC). See the current contact list provided by the Board to all homeowners at least annually.
2. The completed application must be signed by the Homeowner and immediate neighbors and submitted to the Landscape & Architectural Review Committee (LARC).
3. The Architectural Committee will act upon the application as quickly as possible by recommending approval or denial to the Board of Directors. The Board of Directors has the final approval authority and will notify the Homeowner of its disposition no later than forty-five (45) days after receipt. (The Homeowner should receive notice from the LARC and Board within a combined 45 day period.)
4. If a proposal is rejected, or accepted but modified by the LARC or Board, the applicant is free to request that the LARC reconsider its position and is encouraged to present additional information which might help clarify the request or demonstrate its acceptability as originally submitted.

C. Landscape & Architectural Review Committee Criteria

The LARC evaluates all submissions on the individual merits of the application. Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the townhouse model and individual site and effect upon neighboring dwellings or occupants, since what may be an acceptable exterior design in one instance may not be for another.

Design decisions made by the LARC and Board in reviewing applications are not based on any individual's personal opinion or taste. Judgments on acceptable design are based on the following criteria which represent, in more specific terms, the general standards of the Covenants.

1. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
2. Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity or improved quality in: architectural style, workmanship, materials, color and construction details.

D. Enforcement Procedures

The Covenants required all Owners to comply with all of the terms of the Association Documents and Rules and Regulations, as amended from time to time by the board of Directors.

1. The sources for reporting violations will be as follows:
 - a. concerned residents;
 - b. members of the Board of Directors; and
 - c. Landscape & Architectural Committee observations during the normal course of LARC business
 - d. other committee volunteers
2. Violations consist of:
 - a. modifications completed or commended without Board of Directors approval.
 - b. modifications completed in a manner not consistent with approved plans.
 - c. any variation from the specific community requirements in Section II.
3. All violations will be confirmed by site visit of the Landscape & Architectural Committee or the Board of Directors.
4. The homeowner will be contacted in writing as soon as possible concerning the violations. In those cases involving violations which are subject to increase or enhancement with the passage of time, a hearing notice will be sent immediately by certified mail and procedure six below will apply next.
5. After a fifteen (15) day period with no response from the owner, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the LARC and Board in accordance with the Virginia Property Owners' Association Act (VPOA), Code of Virginia, Chapter 26, Section 55-513 (B).
6. If the case is not resolved by the hearing, the Board may consider additional actions, including legal action.

E. Meetings

1. The Landscape & Architectural Committee shall meet once a month or as needed at a time and place designated by the LARC. A meeting may be suspended if there is no business to address.
2. Special meetings of the LARC may be called by any two (2) members after not less than three (3) days notice to each member. A majority of the members shall constitute a quorum at any meeting. Additionally, the LARC and Board member shall meet as needed or in accordance with Board Scheduled meetings

II. SPECIFIC COMMUNITY REQUIREMENTS

Use restrictions are outlined in Article V of the Governor's Grove Declaration of Covenants, Conditions and Restrictions.

A. Exterior Colors and Materials

1. Materials. Only the exterior materials and colors originally used by the participating builders will be approved. If original materials are discontinued, LARC application should specify details of proposed replacement materials for consideration. Exceptions must be approved in advance.
2. Exterior Painting. Repainting a specific area to match its original color need not be submitted when using the original paint color. However, it is suggested that verification be made to the Architectural Committee prior to painting doors, shutters, trim, roofing, and other appurtenant structures. Requests for information relating to matching the exterior color should be directed to the LARC. Beazer homes main exterior color is a bright white, while Carrhomes exterior color is McCormick #118 Colonial White (off-white) on exterior wood and garage doors.
3. Door Paint Colors. Doors must be maintained in the original color or you can request to change to one of the other original colors approved by the builders. Some of the original approved McCormick colors are: #117 Fawn, #215 Cobblestone Grey, #202 Foxhall Green (dark green), #217 Farm House Red, #225 Old Colonial Red (dark burgundy tone), and high gloss black. Check with the LARC for paint color matching and approval. (McCormick brand paint is not required as any paint brand can be color matched to these paint colors.)
4. Door Replacements. Front door replacements must be made in the same raised panel style as the original doors and painted one of the original approved paint colors. Sliding glass doors may be replaced with French doors with approved applications. Similarly, French doors can be replaced with sliding glass doors upon approval. Submit photos and detailed info with your requests. Garage doors are metal raised panel doors. Beazer wooden garage doors may be replaced with newer metal doors to match the rest of the neighborhood.
5. Metal railings, Lampposts and Exterior light fixtures (front and side of homes). All Beazer lampposts will be painted black. The Beazer home's light fixtures, originally a rustic pink, must all be painted black at the lamppost and front door area. Carr-homes light fixtures were installed as brass and may be replaced with brass in similar style. Submit all change requests for replacements to the LARC for approval in advance. Metal railings must be maintained in high gloss black. Current metal railings may be replaced in matching aluminum railings, also in high gloss black, to prevent rust.

Lamppost lights must be kept working and light bulbs must be replaced within 2 weeks of burnout for neighborhood safety.

6. Storm and Screen Doors. Storm or screen doors must have full view windows and be painted the same color as the trim. Requests to match the door instead of the trim should be submitted to the LARC for review and board approval.
7. Attic Fan Ventilators. Attic fan ventilators may only be installed in the rear of the building, for interior units, and shall coordinate with the roof. End units may also install the attic fan ventilator mounted around the gable end vent.
8. House numbers and door hardware. All townhomes are required to have house numbers posted on the front of the townhouse or corner for some end units. House numbers must be kept in legible, well-maintained condition. Changes to original house numbers will be considered – submit application with details and pictures if possible. Door knockers and lock hardware must match and be maintained in good condition.
9. Exterior Wood Replacement. Exterior wood needing replacement, such as the wood on sides, bump-outs, trim, and bay windows, must be primed and then painted in the original paint colors (any brand of paint can be color matched and used). Composite wood may be used in lieu of real wood to prevent rotting.
10. Fireplaces – All Governors Grove fireplaces are gas, not wood burning
 - a) All external chimneys and/or flues must be maintained in good working order. Changes to the style require LARC and Board approval.
 - b) External chimneys and/or flues must be enclosed in material matching the exterior of the home and cannot be located in the front of the house.
11. Shutters must be maintained in good condition. Wood rot and damage as well as fading or damaged paint must be repaired in a timely manner. Composite materials may be used in lieu of wood.

B. Fences and Decks

1. Decks must be approved by the Landscape & Architectural Committee. Applications for deck modification MUST include a house location survey showing exact placement of the deck and setbacks in the rear of the home. No roof may be added to a deck and decks cannot be built on common area land. Owners are responsible for obtaining all necessary building permits.
2. Lumber used for decks and fences must be pressure treated and similar to or improved grade to the lumber used by the original Builders. Metal decks are not permitted. Newer composite materials will be considered upon written request with details to include color which must match the natural wood stain of all neighborhood decks.
3. Gates and fences must be board on board styles consistent with those of the Builders and must be six feet in height. Height exceptions will be considered upon written request.

4. Decks will be maintained in natural wood tone and should be stained with clear deck sealer. Redwood, etc. stains are not allowed. Any exceptions to this must be approved by the LARC and Board and violations will require decks to be stripped of the unauthorized color.
5. Other than replacement of rotting boards in the same style as the existing fence, removal or modification of existing fencing can only be done with approval of the LARC and HOA Board of Directors – application must be submitted with the immediate neighbors' approvals.
6. Upper decks may have lattice work or corrugated roofing type material placed underneath the top deck to allow for drainage and provide for a dryer lower deck. Applications with complete details must be submitted for LARC and Board approval.

C. Landscaping

1. All landscaping trees, shrubbery and flowerbeds exceeding two feet from the townhouse structure must have approval of the LARC. All garden and flowerbed enclosures greater than six (6) inches in height must have LARC and Board approval.
2. Any changes to grading, and any wall above grade such as raised flower beds, retaining walls, decorative or otherwise, must have LARC and Board approval.
3. Flower beds and lawns should be kept free of weeds and overgrowth as well as mulched regularly to preserve the beauty of the neighborhood and value of curb appeal. Homeowner lawns consist of the entire homeowner's lot including the front, sides for end units, and back yards from the house to the common area. End units own approximately ten (10) feet on the side of each end unit. Shrubs, plants, and trees must be trimmed and maintained in healthy condition. Lawns shall not exceed six (6) inches or should be mowed as required. Potted plants or planters – either plastic or ceramic containers - may NOT be used in soil garden/yard areas or along driveways. Stand alone plants may be displayed in decorative ceramic planters and may ONLY be used on stairways and stair landings. Any type of potted plants may not be left in yard/garden area for more than 10 days unless they are located within a fenced in backyard out of site. Yards consistently neglected as defined above will be sent violation letters and given 10 days to clean up their yard.
4. Common area. All homeowners are encouraged to water the lawn and trees in the common areas near their townhomes. Homeowners are also encouraged to 'adopt' the common area near their homes and submit applications for landscaping the common area for the beauty of the neighborhood.
5. Water fountains and bird baths may be installed in a homeowner's backyard or within a side yard that is enclosed within a fenced or may be placed within a flower bed. Trellises are allowed on personal property lawns and fences.

6. Decorative fireplaces may be used on decks and patios provided caution is used to ensure sparks and flames do not cause a fire hazard to your home, your neighbors or the common area. Firewood must be maintained in racks off the ground so as not to encourage termites. Firewood shall not be stored in common areas.
7. Bird feeders may be installed within your yard or along the common area tree line provided they are within the tree line enough to not cause problems for common area landscape mowing. Any weeds or damage created by your bird seeds are the homeowner's responsibility to repair or rectify.

D. Recreation and Play Equipment

Permanent recreation equipment is in the common area. Homeowner's movable play equipment may not be stored in front yard. Personal equipment must be placed in rear yards or side of units if the side yard is within a fenced in yard – not on the common area lawn. Consideration will be given to equipment size, equipment design, amount of visual screening, etc.

E. Trash Cans and Recycling Bins

Trash cans and recycling bins must be stored out of sight. Trash cans and recycling bins must be removed from the front curb following trash pick-up and are never to be stored in front of the house or remain in public view on non-collection days. They may be stored on back patios or side yards only when hidden within a fenced in yard. On collection days residents shall not place trash cans and recycle bins on the sidewalk area. This blocks the use of the sidewalk and causes a safety issues for pedestrians.

F. Real Estate Sale/Rental Signs

Real Estate signs must meet Fairfax County regulations with respect to size and content. Real Estate signs may only be placed in the front yard of the available property. Signs may not be placed on common area. No other signs of any character shall be erected, posted or displayed in a location that is visible from the common area or any other lot without the prior written approval of the LARC, with the exception of open house signs placed along Franconia Road provided they are removed from the property in a timely manner. Removed signs should not be placed in the pond area garbage cans as they tend to blow out during high winds.

G. Exterior Decorative Objects.

All requests for these objects shall be placed for consideration by submitting a LARC application for approval. The application requires the signature of immediate homeowners.

H. Miscellaneous

1. All outdoor cooking equipment must meet Fairfax County code and should be stored in backyards.
2. No garage shall be converted to living space or altered or otherwise used for purposes, which prevent the intended use of the garage for the parking vehicles.
3. No window unit air conditioners are permitted.
4. Pets must be kept on leashes and owners MUST pick up after their pets in accordance with Fairfax County ordinances.

I. Satellite Dishes

Henceforth satellite dishes must be installed or relocated on the back side of the roof. Any exceptions must be submitted for approval to the Board on an architectural change form before installation or relocation.

J. Violation Notifications and Fines

1. Landscaping Violations

Three violations for continued neglect will result in the Board hiring a landscaping company to mow the lawn or remove the weeds, dead plants, potted planters, etc., at the homeowner's expense. Another option HOA can exercise is, reporting the homeowner violation to Fairfax County. In accordance with Fairfax County ordinance, grass over 12-inches will result in fines and ultimately in the county conducting the lawn work and charging the homeowner.

2. HOA violations consist of the following:

- a) 1st warning letter
- b) 2nd letter of warning
- c) Hearing opportunity letter (if a hearing is requested within 14-days, the Board will see you, if do not, an assessment will ensue.)
- d) Violation charge imposed letter

NOTE

It must be noted that the Landscape & Architectural Review Committee is a committee designed to preserve the value of homes in Governor's Grove by reasonably regulating the external appearance of the homes in this community. If a homeowner modifies his or her property in a manner which detracts from the attractiveness or value of surrounding units,

Neighbors are encouraged to write to the LARC for immediate review and possible action by the Board of Directors. In addition, if a modification is rejected by the LARC due to the impact on neighboring properties and the neighbors collectively approve the change, please write the LARC and Board of Directors. Owners will be advised in writing of the changes.

**Governor's Grove Landscape & Architectural Review Committee
Design Guidelines**

THIS RESOLUTION WAS VOTED ON AND ADOPTED AT THE JULY 1, 2010 MEETING OF THE BOARD OF DIRECTORS. IT SHALL BE EFFECTIVE ON JULY 1st, 2010.

Board Member	Vote: Yes	No	Abstained
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Thurmon L. Deloney II	_____	_____	_____
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Mary Hawkins	_____	_____	_____
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Scott Lawson	_____	_____	_____
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I hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of the Governor's Grove Homeowners Association this 1st day of July, 2010. Enforcement will commence on July 10th, 2010, when the resolution is received by the homeowners via USPS mail.

Lynn A. Roberts, Community Manager	Date _____	Mailing Date _____
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Governor's Grove Homeowners Association, Inc.

**Landscape & Architectural Review Committee (LARC)
Application Instructions**

1. Completed application form, construction drawings, lot survey plats, photographs, etc. must be submitted in writing or scanned and emailed as an attachment. Upon LARC action, your package will be signed (approved or not approved) and given to the Board of Directors. The Board will approve or disapprove and give the application to the LARC or Property Management Company to notify the homeowner.
2. Drawings should be to scale, whenever possible.
3. Provide all dimensions and specifications, including height, building materials, roof slope, color samples, etc. on new construction, repairs, and replacements.
4. **Certified lot survey plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc.** Areas of proposed construction must be indicated on the plat. Plats are not required for paint maintenance, or other such modifications, however, check with the LARC to make sure a copy of your plat is on file.
5. Provide a list of all materials to be used in the proposed construction.
6. Present colors and/or any proposed colors must be clearly indicated. Application for colors which are not the original color must be accompanied by actual color samples, not photos of colors.
7. Photographs of existing conditions are helpful to the Landscape & Architectural Committee and Board for determining approval of exterior modifications.
8. Changes in grade or other conditions that will affect drainage must be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
9. Concurrence of adjoining lot owners may be sought by the Homeowner or Landscape & Architectural Committee under certain circumstances to include modifications of the original request.

Governor's Grove Contact List
As of January, 2010

1. Governor's Grove Property Management Company:
Governor's Grove Homeowners Association, Inc.
c/o Armstrong Management Services, Inc.
3949 Pender Drive, Suite 205
Fairfax, VA 22030
(703) 385-1133

2. Governor's Grove Board of Directors
President
Thurmon Deloney
5718 Governors Pond Circle
703-960-3096
tdeloney@verizon.net

Scott Lawson
5620 Governors Pond Circle
703-888-3866
scottvtlawson@hotmail.com

Mary Hawkins
5633 Governors Pond Circle
703-960-0082
mary.c.hawkins@cox.net

3. Governor's Grove Landscaping and Architectural Review Committee (LARC)
LARC Chairman and Neighborhood Watch Lead
Sharon Voss-Northrop
5637 Governors Pond Circle
703-310-4671
Svoss215@yahoo.com

LARC Backup - Sandye Blalock
5628 Governors Pond Circle (Mailbox on fence beside gate has applications)
703-960-4361
2_Sandye@cox.net or Sandye.Blalock@pentagon.af.mil

4. Common Area Landscaping and Pond Maintenance

Harvey Johnson
5725 Governors Pond Circle
703-373-3076
Hjohnson75@aol.com