

WYCLIFFE ON THE POTOMAC
ARCHITECTURAL GUIDELINES AND STANDARDS

CHAPTER I

GENERAL INFORMATION

1.1 Purpose of the Handbook

The primary purpose of this handbook is to familiarize homeowners with the objectives, scope and application of architectural guidelines and standards that are intended and will be employed to maintain the aesthetic appearance and environmental quality of the community.

The handbook enumerates specific guidelines and standards that have been adopted by the Board of Directors (Board) following a general vote of the homeowners. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the association.

This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the association's Architectural Review Board (ARB). It will assist the Board in its consideration of architectural applications, so that members of the Board can best understand the parameters of their responsibilities.

All homeowners are strongly encouraged to familiarize themselves with the contents of this handbook and to retain it for future use.

1.2 Objectives of the Wycliffe on the Potomac Homeowners Association Architectural Guidelines

The legal documents for the association contain covenants, including those pertaining to architectural controls. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The use of design standards not only enhances the physical appearance of a community but also helps to protect and preserve property values. Homeowners who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values.

1.3 Role of the Wycliffe on the Potomac Homeowners Association (Wycliffe HOA) and the Architectural Review Board

All homeowners in Wycliffe are members of the Wycliffe HOA. The association is a non-profit, non-stock corporation that is organized in accordance with the provisions of the Virginia Property Owners' Association Act.

Upon the transfer of control of the association from the "Declarants" under the recorded Declaration of Covenants, Conditions and Restrictions to the homeowners, the association became responsible for the upkeep and maintenance of all common properties.

The association is also responsible for the administration and enforcement of all covenants that are applicable to the homeowners, including design Covenants and restrictions. The Covenants provide, in Article V, that:

No building, fence, wall or other structure shall be commenced, erected or maintained upon the Property, nor shall any exterior addition to or change or alteration therein be made (including change in color) until the plans and 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 structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board.

Article VI of the Covenants enumerate certain "use restrictions" which should be read in conjunction with the architectural control provision of Article V. To the extent that the use restrictions relate to architectural matters, these Guidelines are intended to provide guidance to the Architectural Review Board (ARB) and the homeowners.

Although the Board of Directors is authorized under the Covenants to enforce the architectural covenants without any

separate architectural review committee, the Board has decided that it will appoint a committee composed of three or more representatives as permitted by Article V of the Covenants. Members of the Architectural Review Board shall serve for a term of one year or, if appointed to fill an unexpired term of a member who has retired or resigned, for the remainder of the unexpired term. As explained later, an appeal of any decision by the Architectural Review Committee may be taken to the ARB or the Board of Directors.

1.4 New Construction

The architectural covenants and these Guidelines, including all provisions relating to the requirement for application and approval, shall apply not only to the modification of existing properties, but also to new construction and development upon property within Wycliffe on the Potomac, including but not limited to the construction design and materials, landscaping plans, and common area development, except that the architectural covenants and these Guidelines shall not apply to the Declarant(s) or any part of the property owned by the Declarant(s). (See Article V of the Declaration of Covenants, Conditions and Restrictions).

1.5 Amendments to the Architectural Guidelines

These Guidelines may be amended to provide clarification, or to reflect changed conditions or technology, but cannot change those restrictions imposed by the Covenants.

The ARB will conduct a periodic evaluation of the Guidelines to determine if amendments are required. Homeowners may submit written requests to the ARB for changes to the Guidelines. Upon review, the ARB will make a recommendation to the Board of Directors. Amendments require final adoption by the Board of Directors.

CHAPTER II

APPLICATION AND REVIEW PROCEDURES

2.1 Applications.

All applications for proposed architectural changes must be submitted in writing using the application form authorized by the Architectural Review Board. A copy of this form is included as an exhibit to these Guidelines. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.

Until notified to the contrary, homeowners should mail or hand-deliver their applications to the following address:

Architectural Review Board
Wycliffe on the Potomac Homeowners Association
c/o Charles E. Gustafson, Chairman (Acting)
9312 Ludgate DR, Alexandria, VA 22309

2.2 Supporting Documentation

The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the architectural Review Board, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples; etc. The architectural guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.

2.3 Acknowledgement of Receipt

The ARB will mark the application with a notation indicating the actual date of receipt and will provide the applicant with a written acknowledgement of receipt. The acknowledgment will advise the applicant the date on which the ARB received the application, and the last date on which a determination may be made under the thirty-day requirement discussed in Sections 2.4 and 2.5 below. Unless the ARB advises the applicant within seven days of the ARB's receipt of the application that there are deficiencies with the application, including the absence of sufficient information for consideration of the application, the applicant receiving the acknowledgment of receipt may assume that nothing further need be submitted to the ARB prior to the determination and shall further assume that the 30-day period has started beginning the date of the ARB's receipt. If the ARB advises the applicant within seven days of receipt that there are deficiencies in the application, then the thirty day period for ARB action shall not commence until the deficiency has been corrected and the application is complete. However, the ARB may at any other time prior to its determination request any additional information or material that may be necessary to clarify the proposed improvement, or to permit the applicant to respond to any objections or suggestions for modification of the application, provided that any such request shall not operate to extend the 30-day period for the ARB's decision, unless agreed to by the ARB and the applicant.

2.4 Notice to Homeowners

In order for the homeowners of Wycliffe to have an opportunity to comment upon pending architectural applications, the ARB will provide a general notice to each homeowner, typically by placing a short notice in the homeowners' mailboxes, briefly advising them as to the address of the proposed improvement, the type of improvement proposed, and any other information the ARB deems appropriate. This notice will be provided within ten days of receipt of the completed application by the ARB. The notice will provide a date by which any comments are due, which will be no later than twenty days after receipt of the application by the ARB.

In addition to providing the general notice as provided in the preceding paragraph, the ARB shall also contact adjoining property owners to solicit any comments, approvals or objections.

2.5 Time Frame for Completion of Review

The Architectural Review Board is required to act upon each application within thirty (30) days of the Board's receipt of the application. Any application not so acted on within the thirty day period is deemed to be approved. However, the thirty day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

As provided in Section 2.3 above, the acknowledgment of receipt will advise the applicant of the date of receipt and the last day on which a determination may be made. However, the ARB will attempt to consider applications as soon as possible after the homeowners have been provided any opportunity for comment, but homeowners should be aware that the earliest time for a determination ordinarily will be twenty days from the application's receipt by the ARB.

2.6 Time Frame for Notification of Decision

The Architectural Review Board shall provide written notice to the applicant of its decision and the date of the decision, on or before the last day of the thirty day period for action, by any of the following methods: a) hand-delivery to any adult member of the household of the applicant; b) placing the notification in the slot adjacent to the applicant's mailbox; or c) sending the notification by certified or registered mail dated within such thirty day period, although actual delivery by the post office may occur later. In the event that notification of a decision is not provided as set forth herein, the application is deemed to be approved.

the date of its decision, so that any homeowner who registered an objection prior to the determination may be aware of a right to appeal under Section 2.8 below. This notice will be provided to the homeowners within seven days of the ARB's determination, typically by placing the notice in the slot attached to the applicant's mailbox.

2.7 Form of Notification

The notification provided by the ARB to the applicant shall state whether the application is approved or disapproved, and shall also state a summary of the grounds for any disapproval, together with a statement of any amendments or ameliorating actions that might be taken in order for the application to gain more favorable consideration. In the event that the circumstances make it impractical for the Board to suggest alternative designs that would gain more favorable consideration, then the notification should so state and provide an explanation as to why such suggestions are not practical. (For example, no such explanation is required if an application requests approval for an item that is prohibited).

2.8 Appeals Procedure

An applicant may appeal a decision disapproving in whole or in part an application, and any other homeowner who submitted a written objection to the application prior to the ARB's determination, may appeal a decision approving in whole or in part an application.

The appeal must be in writing and delivered to the Architectural Review Board (same address as provided above) no later than thirty (30) days after the date of the Board's decision in the case of an appeal by the applicant, or within fifteen (15) days in the case of an appeal by a property owner who submitted a written objection prior to the ARB's determination. The appeal should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board must act upon the appeal and provide notification of its decision (using one of the same methods provided for its initial decision) within fifteen (15) days of the Board's receipt of the appeal.

In lieu of submitting an appeal to the Architectural Review Board, if the homeowner does not have any new information to be considered by the Board, the applicant's appeal may be submitted directly to the Board of Directors in writing within thirty days of the Board's decision. Any such appeal shall be delivered to the current President of the Association at his or her home address. If an appeal is taken to the Architectural Review Board, and the Board affirms its decision to disapprove the application, then the homeowner may appeal the decision to the Board of Directors by submitting an appeal in writing within thirty' (30) days of the date on which the Board denied the appeal.

Any appeal by a homeowner who registered a timely objection to the application must first be made to the ARB. In the event that the application remains approved following this appeal, then the objecting homeowner may appeal to the Board of Directors in writing within thirty (30) days of the date on which the ARB denied the homeowner's appeal.

2.9 [Renumbered] Decision on Appeal I

The Architectural Review Board or the Board of Directors, as the case may be, shall decide upon an appeal within fifteen (15) days of receipt of the appeal, and shall within such time-frame provide notification to the homeowner using the methods set forth above for notification of the Board's initial decision.

CRAPTER III

STANDARDS FOR ARCHITECTURAL CHANGES

3.1 Summary pf Modifications Requiring Review and Approval

The general standard for architectural modifications requiring review and approval is set forth in Article V of the Covenants, which is quoted in part above. Essentially, all changes to the exterior appearance of a dwelling unit or lot, whether permanent or temporary, require review and approval. In addition, review and approval are required whether the item is fixed to the dwelling or land, or not. Review and approval are also required to remove an existing item.

There are certain exceptions to the review and approval requirement:

- a) Building exteriors may be repainted or re-stained with the original color. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
- b) Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process. See Section 3.3 (24) below.

If there is any doubt as to whether a proposed exterior change is exempt from design review and approval, homeowners should seek clarification from the Architectural Review Board before Proceeding with he improvement.

3.2 Design Review Criteria

To the extent possible, specificity has been incorporated in the architectural guidelines. However, total specificity is neither possible nor desirable. The appropriateness and acceptability of particular improvements, particularly those of a major nature, depend on a number of circumstances and factors that must be documented and evaluated on a case—by—case basis. An improvement that is appropriate for one type housing, lot size, and location may be inappropriate in another situation.

The criteria listed below provide the basis for both the development of design guidelines and the evaluation of individual design proposals by the Architectural Review Board.

1. Design Compatibility. The proposed modification or improvement should be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighboring setting. Compatibility is defined as similarity in architectural style, quality of workmanship, and similar use of materials, color and construction details.
2. Scale. The scale of the proposed improvement should relate to the applicant's home, the location and size of the lot, adjoining homes, and surroundings. This criterion applies to both structural and landscape modifications.
3. Impact on Neighbors. The proposed improvement should relate favorably to the landscape, the applicant's home, adjacent homes, and the neighborhood. Consideration will be given to both visual and functional impact on neighbors. Visual impact refers to the aesthetic appearance of the proposed improvement, which includes consideration of design, quality, scale, location, and architectural compatibility. Functional impact refers to such concerns as view, sunlight, and structural additions that would cause a material loss of sunlight or ventilation to a neighboring dwelling, and an alteration in topography that would change natural drainage patterns to the detriment of a neighboring property.
4. Color and Materials. Continuity or compatibility of color and finishing materials with the original construction and surrounding dwellings will be a specific consideration in evaluating the appropriateness of proposed improvements.
5. Relationship to Environment. Proposed improvements should not have a negative impact on the natural environment. The removal of trees or other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such as a material change in the rate and/or direction of storm run-off and soil erosion.

3.3 Application of Guidelines to Selected Changes

The following paragraphs provide guidance for the most common exterior improvements or changes, and are not intended to be all-inclusive:

1. Air Conditioners and Heat Pumps

Window-type air conditioning units are prohibited. Exterior units may only be added upon the review and approval of the ARB under the general architectural standards. An application is required. (No application is required to replace an existing air-conditioning unit or heat pump with new unit that is the same or substantially similar to the one replaced).

2. Antennas

Exterior antennas are prohibited.

3. Attic Ventilators

Attic ventilators and turbines are permitted. The ARB may require that ventilators and turbines be mounted on the least visible side of the roof ridge so as to minimize their visibility. An application is required for any new installation, but no application is required for replacement of a ventilator or turbine with one that is the same or substantially similar.

4. Automobiles, Trucks, Recreational and Commercial Vehicles

Vehicles that do not have current state and local registration, or which are inoperable, may only be stored in a garage. Vehicles may not be stored or maintained on the yards or sidewalks of any lot.

Trucks, recreational vehicles and commercial vehicles may not be parked on a public Street or private pipe-stem within Wycliffe, except temporarily.

5. Awnings

In general, exterior awnings are, prohibited unless provided as an approved builder's option, or demonstrated to be clearly compatible with the architectural design and qualities of the home, or screened from the view of adjoining property owners.

If approved, they must meet the following criteria:

- They should be of a plain design without decorative features, such as scallops, fringes, etc.

- Solid colors that are compatible with the color scheme of the house should be used, rather than stripes or patterns.
- They should be consistent with the visual scale of the house.
- Pipe frames of structural supports for canvas awnings (or similar material) should be painted to match the trim or dominant color of the house.

An application is required.

6. Basketball Standards

(See Recreation and Play Equipment)

7. Chimneys, Flues and Vent Pipes

Chimneys must either be masonry or enclosed in the same finish material as the exterior of the home to which it is attached. An application is required for construction or alteration of any chimney, flue or vent pipe. No application is required for addition of a standard type chimney cap or for the addition of gutter screening.

8. Clothes Lines

Clothes lines or similar apparatus for the exterior drying of clothes are prohibited.

9. Decks and Patios

All decks and patios must be approved by the Architectural Review Board. The ARB will consider the following factors in its determination:

- Location. Decks and patios should generally be located in the rear yard. Front and side yard decks and patios will be evaluated individually.
- Scale and Style. Decks and patios should be of a scale and style that is compatible with the home to which it is attached, as well as to adjacent homes and the environmental surroundings.

- Color. Decks made from wood may be left to age naturally. Decks that are painted or stained should generally match the trim and dominant color of the applicant's house. Natural or wood-colored stains will be considered. Redwood stains are prohibited.
- Underdeck Storage. Elevated decks have an under-deck that can have a negative visual impact on adjoining neighbors if not properly designed and maintained. Lattice screening or landscaping must be used to shield the under-deck area from view. The underneath of any deck must not be used for storage of any items.

In addition, homeowners must be aware that they must meet all County building and zoning requirements, and obtain all necessary permits.

10. Dog Houses, Animal Pens, and Dog Runs

Dog houses and animal pens must be compatible with the applicant's house in terms of color and material. They should be located where visually unobtrusive to neighbors. The use of appropriate screening is encouraged, and may be required in some cases, in order to minimize any negative visual impacts. An application is required. Dog runs are prohibited.

11. Driveways

Extensions and additions to driveways must be of the same material as the original driveway. An application is required to extend or add to an existing driveway but no application is required for resurfacing with the same material. Any resurfacing of a driveway with a different material must be approved by the Architectural Review Board, which should consider whether the new material is consistent with the design and qualities of the house, and whether the material would create a negative visual impact.

12. Exterior Decorative Objects

An application is required for all exterior decorative objects, whether natural or man-made, attached or free-standing, and which were not part of the original construction design, either as a standard or optional feature. Examples include: bird baths, driftwood, weather vanes, sculptures, fountains, free-standing poles of all types, house address numerals.

These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities, and visual impact on the neighborhood and the surrounding area.

However, no application is needed for standard size flower pots placed on the homeowner's porch or walkway, or for address numerals placed on the house or the mailbox assembly. Also, see Section 3.3 (16) concerning festive lighting and decorations.

13. Exterior Lighting

Exterior lighting that is part of the original structure may not be altered without application by the homeowner and approval of the Architectural Review Board. Any proposed placement of different type of exterior lighting, or of exterior lighting in a different location, must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage, or other features.

14. Exterior painting

An application is not required in order to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing, and other appurtenant structures.

15. Fences

An application is required before erecting any fence. The design and materials of the proposed fence are subject to review by the Architectural Review Board.

In general, fences must be constructed of wood and be of a design that is in harmony with the architecture and qualities of Wycliffe homes. Gates must be compatible with the fencing in design, material, height, and color.

Chain link fences are prohibited. Wire mesh screening may be used to increase security of a wooden fence but must be attached on the inside of the fence and must not extend above the top of the fence.

It is encouraged that any application for a fence or gate limit the height of the fence or gate to four (4) feet measured from the ground to the top of any post or board. However, the ARB in its discretion may approve an application for a fence or gate not to exceed six (6) feet in height if it is determined that it would not create a negative visual impact or adversely affect adjoining homeowners.

Homeowners who erect a fence approved by the ARB along a property line are encouraged to have the fence placed at least six (6) inches inside the property line in order to ensure against the possibility of accidental encroachment.

Fences and gates ordinarily should not extend forward of the back corners of the house; however, deviations may be allowed to prevent “zigzagging” of the proposed fence line with existing or possible fence lines on adjacent properties, or where the deviation would not create a negative visual impact.

Double-fencing (adjacent perimeter fences on adjoining properties) may be approved only in the discretion of the ARB where good cause is shown for the addition of the second fence line.

All fencing must be finished with the same material and color on both sides.

Any approval of fencing is conditional upon (a) the applicant maintaining the fence in good condition and (b) replacing any rotted or damaged boards or posts as they occur.

16. Festive Lighting and Decorations I

For holiday and festival lighting and decorations, an application is not required. Holiday lighting and decorations may be installed for a period not to exceed six weeks. After the period of Use, all temporary lighting and decorations shall be removed.

17. Firewood

An application is required only for more than three cords of firewood on any one lot.

Firewood shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases.

For both aesthetic and safety reasons, firewood must be stacked in piles that do not exceed six (6) feet in length and four (4) feet in height.

Other than a limited quantity of firewood for immediate use, firewood shall not be stacked on patios or decks.

18. Flagpoles

All flagpoles must be of a height, color and location appropriate for the size and qualities of the property. Permanent, free-standing flagpoles must be installed and maintained in a vertical position. Temporary flagpole staffs that do not exceed six (6) feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by the ARB. An application is required only for Permanent flagpoles.

19. Garage Conversions

Any conversion of a garage into a den, family room, or other living space is prohibited.

20. Greenhouses

An application is required for construction of any greenhouse, whether attached to the main dwelling or not. Any greenhouse must (a) be located in the rear yard, (b) be of a size and design that is architecturally compatible with the homes of Wycliffe, and (c) not create an adverse visual impact for adjoining properties.

21. Grills

An application is required for any permanent grill. Permanent grills will be approved only if its design is found to be compatible with the design and qualities of Wycliffe homes and if there would be no adverse impact on adjoining properties. Permanent grills must also be placed as far as practicable from the property lines.

22. Hot Tubs & Spas

Exterior hot tubs or spas must be located in the rear yard either adjacent to the dwelling unit or incorporated into a deck or patio, and must in any event be at least ten (10) feet from all property lines. Hot tubs and spas must also be located so as to minimize noise and visual impact on surrounding properties. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which it is attached or most closely related. An application is required for all exterior hot tubs and spas.

23. Gutters and Downspouts

No application is required for replacement of a gutter or downspout that matches the original in color, material and design. However, an application is required for any gutter or downspout that is of a different color, material or design from the original.

24. Landscaping

In general, a design review application is not required for minor landscaping changes that do not significantly alter the exterior appearance of the property. In addition, an application is not required to remove any tree that is dead or diseased.

An application is required for any landscaping changes that significantly alter the exterior appearance of the property, including (though not necessarily limited to) the following:

1. Approval is required for plantings intended to form a hedge or natural screen and which will attain more than three feet in height.
2. An application is required for the installation of railroad ties, stones, bricks, garden timbers or other material intended to form a wall or edging.
3. An application is required for any change of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.
4. An application is required for any vegetable garden that is to be larger than fifty (50) square feet. A vegetable garden that is within that size limit does not require an application. All vegetable gardens must be located in the rear yard.

25. Lawn Furniture

Lawn furniture (including chairs, chaise lounges, etc.) may only be kept on an approved deck or patio, or within twenty feet of the rear wall of the homeowner's house, except that lawn furniture may be placed elsewhere on the property temporarily but not overnight. No application is required for lawn furniture in compliance with this Section. An application is required for approval of a hammock if it is to be left in position among trees that are further from the rear wall than twenty feet.

26. Mailboxes

An application is required for any replacement mailbox or stand which is not of the same design, color and material as the original mailbox already in place.

27. Real Estate Signs

Only signs advertising a property for sale may be displayed. Such signs must meet applicable County regulations with respect to size, content and removal. Signs may only be placed in the front yard of available properties. Any further requirements found in the covenants must be met.

28. Recreation and Play Equipment

Semi-permanent play equipment that either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include sandboxes, play-houses, swing-sets, etc. The following factors will govern approval of such equipment:

a) Location. Generally, such equipment should be placed in the rear yards.

b) Scale and Design. The equipment should be compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be any adverse visual impact.

c) Color and Materials. Equipment constructed of wood and left in a natural condition to weather is encouraged and may be required. Any metal play equipment that is permitted must be painted or stained in black or solid earth tones (i.e. brown, tan, dark green) to blend with the natural environment.

Basketball standards (backboard and hoop) must comply with all Fairfax County Code requirements pertaining to construction and use. As of the date of adoption of these Guidelines, the Code requires that any basketball standards be situated no less than fifteen (15) feet from the front property line and twelve (12) feet from the side property line. The Code also prohibits use of a basketball standard on residential property between the hours of 8:00 p.m. and 8:00 a.m. In addition to meeting these County requirements, any basketball standard proposed by a homeowner within Wycliffe must also be freestanding and cannot be attached to the house or garage. The post must be of pressure treated wood, galvanized gray metal, or painted in a solid earth tone color to blend with the natural surroundings. An application is required for all basketball standards, and the Board may disapprove the application if the standard does not meet the above requirements, or if it would have any unusual or unsightly design or size characteristics, or if there are any special circumstances mitigating against approval.

29. Roofing

Any replacement roofing must be consistent with the original roof and incorporate the cedar shake standard that is a distinctive feature of homes in Wycliffe. The Board will not approve any partial or complete roof replacement that does not maintain the standard (material, color, type, etc.) adopted for homes in Wycliffe. I

30. Satellite Dishes

Satellite dishes are prohibited as presently available; provided, however, that satellite dishes may in the future be permitted if they are manufactured in smaller sizes and can be installed without creating a negative visual impact.

31. Security Bars

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

32. Sidewalks and Pathways

An application is required for construction of any new sidewalk or pathway, or for the extension or modification (other than repair) to an existing sidewalk or pathway. Any sidewalk or pathway must be compatible with the design, size or other characteristics of the nearby lots and houses. Only stone, brick, concrete or similar durable construction material will be considered. A sidewalk or pathway must be located so that it does not create a negative visual impact or adversely affect adjoining or nearby homeowners.

33. Skylights

Skylights must be located to the rear of the roof peak and be of a design and size compatible with the house. An application is required.

34. Solar Panels

Solar panels are prohibited.

35. Storage Sheds

Storage sheds are prohibited; provided, however, that this provision shall not apply to any storage shed that was approved prior to the date on which these guidelines were enacted by the Board of Directors (December 18, 1993), and provided further that any application for a storage shed that was submitted prior to such date shall be considered under the standards and requirements of the guidelines that were in effect prior to such date.

36. Storage of Boats, Trailers, Campers, Mobile Homes, Commercial Vehicles and Recreational Vehicles

The following types of vehicles may not be parked or stored in open view on residential lots, common parking areas, private streets or on common open space for a period exceeding 72 hours:

1. Any boat, boat trailer, or any other type of trailer whatsoever.
2. Any motor home or self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
4. Any mobile home, trailer, or fifth-wheel vehicle.
5. Any pop-up camp/tent trailer or other similar recreation-oriented portable.
6. Any other vehicle not defined above that is not normally or regularly used for daily transportation, including dune buggies, or other automotive equipment not licensed for use on state highways.
7. Any vehicle with commercial signs, advertising, or visible commercial equipment, including taxi cabs.
8. Any private or public school buses or church buses.

37. Storm/Screen Doors and Windows

An application is required for all storm windows or screen doors to be added to the existing house. In general, storm/screen doors and windows will be approved if they are of a type similar to those installed in the existing houses of Wycliffe and are of a color that reasonably matches the doors, windows and trim. White or anodized aluminum may be acceptable in certain cases.

38. Swimming Pools

An application is required for all swimming pools. Because of the size and shape of lots within Wycliffe, swimming pools may not be feasible or acceptable for some lots, and the fact that larger lots may accommodate a swimming pool does not entitle other homeowners to construct a pool. In evaluating any swimming pool application, the Board should consider all relevant factors, including:

- a) The size of the applicant's lot and the proximity of the proposed swimming pool to adjoining lots;
- b) The swimming pool's likely impact on other lots, including whether the swimming pool (and any lights during the evening hours) would intrude upon the quiet enjoyment by adjoining and nearby homeowners;
- c) Any adverse impact upon adjoining properties as a result of any change in the storm and water run-off from the applicant's property as a result of the swimming pool; and
- d) The comments and objections, if any, of adjoining or nearby homeowners.

Any proposed swimming pool must also meet all applicable Fairfax County building and zoning requirements, and be located in the rear of the applicant's property. Any pool filtration equipment must be shielded from adjacent properties by use of mature shrubbery.

39. Trash Containers

All trash containers must be stored out of view at all times except when left for pick-up during designated hours. Trash containers may be placed at the curbside no earlier than twenty-four hours before scheduled trash pick-up, and must be removed from the curbside the evening of the trash-pickup.

40. Tree Removal

No live tree with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, may be cut without the prior approval of the Board.

CHAPTER IV
ENFORCEMENT PROCEDURES

4.1. The Declaration empowers the Architectural Review Board and the Board of Directors to enforce compliance with the Association's standards. The following enforcement procedures will be used to ensure compliance:

4.2 A violation may be observed and reported to the Architectural Review Board by a member of the Board, the management agent, association staff, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Architectural Review Board or management agent.

4.3 The alleged violation will be confirmed by a site visit by a member of the Architectural Review Board, association staff responsible for monitoring covenants violations, or the management agent.

4.4 The Architectural Review Board will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where, if not remedied, such violation will increase or worsen with the passage of time.

4.5 If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in question. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter, or alternatively that the resident in violation must submit to the Architectural Review Board a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period. Failure of the homeowner to accept delivery of the certified mailing shall not operate to extend or toll the operation of these provisions, but the ARB may provide additional time or attempt alternate means of notification if it appears that the homeowner was out-of-town or otherwise could not have received notice.

4.6 If the violation is not abated within fifteen days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Architectural Review Board) the Board will send the resident in violation a certified mailing informing the resident of the time and place of a hearing by the Architectural Review Board.

4.7 If the case is not resolved to the satisfaction of the Architectural Review Board during such hearing, the Architectural Review Board will submit a written complaint to the Board of Directors, together with a recommendation for appropriate resolution of the matter. This complaint will specify the nature of the violation and summarize the actions taken by the Architectural Review Board and the resident in violation.

4.8 The Board of Directors, as appropriate, will notify the homeowner in violation and convene a formal hearing.

4.9 As a result of this hearing, the Board of Directors may take appropriate actions which include:

A. Suspending the right of the resident in question to use the Association's recreational facilities or common areas for so long as the violation continues;

B. Levying such monetary fines and other sanctions as are authorized under the covenants;

C. Referring the matter to legal counsel for appropriate action to secure compliance with the Association's legal instruments; and

D. Any other action permitted by the Covenants and the applicable law.

4.10 The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation that constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the Board's actions are consistent with the provisions of the Association's legal instruments.