



Borneham Wood
Community Association
**Architectural
Control
Standards
&
Guidelines**

December 1993

AN OPEN LETTER TO THE HOMEOWNERS OF BORNEHAM WOOD
FROM THE BOARD OF DIRECTORS

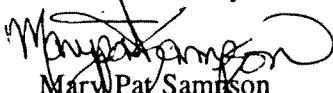
SUBJECT: ARCHITECTURAL CONTROL STANDARDS AND GUIDELINES

The "Protective Covenants", which are binding on all owners and are a part of every deed to every property in Borneham Wood, provide the basic authority which assures each owner that the standards of design quality will be maintained. A booklet, "Architectural Control Standards and Guidelines" was revised, approved and published by the Borneham Wood Homeowners Association Board, in September 1993, is attached. This booklet replaces the original version published in 1987. These "Guidelines" are designed to increase the resident's awareness and understanding of the Covenants. They presents the Boards overall views and objectives in maintaining and enhancing the appearance of homes in Borneham Wood.


We encourage you to review these "Guidelines". If you need an additional copy... call a Board member!


There are several homes that have made costly exterior changes without first seeking approval from the Architectural Review Committee (ARC). Without this written approval the homeowner takes a legal risk which has no statutory limit. Thus the homeowner will forever remain at risk. Whenever the property is sold the lender gets a certificate from the Borneham Wood Homeowners Association before the loan is approved. If there are modifications to the exterior property which have not been approved by the ARC, most Boards will attach a lien to the deed, preventing transfer until the changes are approved. Future boards may not be so friendly! The Board maintains a list of approved modifications for each residence.

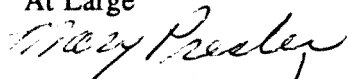
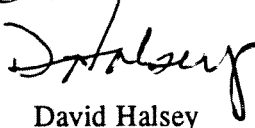
Since the responsibility of the Board of Directors is to protect each individual resident's rights, to improve their quality of life and protect property values within Borneham Wood, the Board is obligated to enforce the standards contained in Article V of your Declaration of Covenants, Conditions, and Restrictions.


Mary Pat Sampson
Secretary

Mary Presler
At Large


Mike Collins
Treasurer


Bill Miller
Vice President



David Halsey
President

December 9, 1993

**BORNEHAM WOOD COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL
STANDARDS AND GUIDELINES**

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BORNEHAM WOOD COMMUNITY ASSOCIATION ARCHITECTURAL CONTROL STANDARDS AND GUIDELINES

PREFACE

OBJECTIVES AND GENERAL INFORMATION

This document's overall objective is to serve as a guide to aid members of the Architectural Review Committee (ARC), the Board of Directors, and the residents in maintaining and enhancing Borneham Wood's designed environment. The guidelines described in this booklet address improvements for which homeowners most commonly submit applications to the ARC. They are not intended to be all inclusive or exclusive, but rather serve as a guide to what may be done. The specific objectives of this booklet are:

1. To increase residents's awareness and understanding of the Covenants.
2. To describe the organizations and procedures involved with the architectural standards established by the COVENANTS.
3. To illustrate design principles which will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the ARC.
5. To relate exterior improvements to the plans for Borneham Wood.
6. To provide uniform guidelines to be used by the ARC in reviewing applications in light of the goals set forth in Borneham Wood COVENANTS and actions of the Board of Directors.

The basic authority for maintaining the quality of design in Borneham Wood is founded in the COVENANTS which are a part of the deed to every property in Borneham Wood. The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment.

Every Borneham Wood property owner received a copy of the COVENANTS at settlement. It is critical that this information is read since these COVENANTS "run with the land", they are binding on all owners. They should be periodically reviewed and fully understood.

The COVENANTS established the Borneham Wood Architectural Review Committee and the Board of Directors.

PREAMBLE

Article V, Declaration of COVENANTS, Conditions, and Restrictions, provides that there shall be an Architectural Review Committee for the Borneham Wood Community Association. Under the provisions of Article IX of the By-Laws of Borneham Wood Community Association, the Board of Directors, Borneham Wood Community Association, is given the authority to appoint members of the Architectural Review Committee (ARC) with each appointee serving until resignation or removal/replacement by the Board of Directors, whichever occurs first.

The ARC is a volunteer committee responsible for reviewing and ruling on all exterior changes, additions and improvements within Borneham Wood. The ARC's purpose is to apply uniform guidelines in compliance with the standards set forth in the Covenants of Borneham Wood, in order to maintain and improve the quality of the living environment and property values with Borneham Wood.

All applications to the ARC are considered individually on their own merits, with primary consideration given to visual impact on the community while attempting to protect the homeowners individual rights.

Architectural control is designed to protect the value to properties and enhance the desirability of property ownership within the area served by Borneham Wood Community Association. The ARC shall be accountable to the Board of Directors for the execution of Architectural Control Standards and Guidelines and, for the execution of those other functions properly assigned by the Board of Directors.

APPLICABILITY

In accordance with the Declaration of Covenants, Conditions, and Restrictions, Borneham Wood Community Association, Architectural Control Standards and Guidelines published herein are applicable and binding upon all parties, their heirs, successors or assigns, having any right, title or interest in properties or part thereof subject to the Covenants of Borneham Wood Community Association.

PROCEDURES

The following procedures will apply to obtaining approval from the ARC. Any deviations from the procedures will be noted under the specific rule for which it applies.

1. Request for approval must be submitted in writing to the ARC by use of the "Request for Property Change or Additions."
2. The ARC is allotted thirty (30) days from the date of the receipt of the request to notify the requesting homeowner of approval or disapproval. In the event the ARC or its designated representative fails to approve or disapprove within (30) days after plans and specifications have been submitted to it, or in any event, if no suit to enjoin the construction has been commenced prior to the completion thereof, approval will not be required and compliance with the relevant covenants shall be deemed to have been made.
3. Approval/disapproval will be based on a determination of the harmony of external design and location of the proposed improvement/alteration relation to surrounding structure, topography and environment.
4. In the majority of cases involving minor problems the ARC's concerns and suggested solutions can be clarified to the applicant. A revised application may then be submitted and reviewed in the same fashion as the initial application.
5. The applicant may also make a personal presentation to the ARC to discuss the application.
6. If the application is still disapproved at this time, or if the homeowner does not wish to make an informal appeal (e.g. verbal) to the ARC, a formal appeal in writing may be made to the Board of Directors. This request must be made within thirty (30) days of the date on which the homeowner is given notice of a decision of the ARC denying a requested approval.
7. The formal appeal involves a review by the Board of the individual application. The Board's decision is based on a simple majority. The applicant is informed of the Board's decision within thirty (30) days of the date of the appeal hearing by certified mail.
8. In the event of non-compliance with a particular rule, an agent of the Board of Directors or the Chairman of the ARC shall notify the homeowner by certified mail of the existing violation and will allow a specified period of time for the correction of the offending condition.

The following enforcement procedures have been adopted by the Board of Directors:

- a. All violations will be confirmed.
- b. An attempt will be made to contact the resident in violation within three (3) working days. A violation notice will be sent.
- c. If the violation is not resolved within thirty (30) calendar days after the first written notice, a second notice will be sent by certified mail.
- d. If the violation cannot be resolved by the ARC within fifteen (15) days after the second written notice, the violation will be turned over to the Board of Directors with a recommendation for legal action.

APPLICATIONS

Written comments from affected neighbors about the acceptability of a proposed project are most helpful and will usually be solicited before a project is approved. While the complete agreement by immediate neighbors is an important and desirable factor in the ARC review, it cannot guarantee approval. Conversely, non-concurrence of neighbors will not automatically result in ARC disapproval. The ARC must, in all cases, base its final decision on the standards established for the whole community.

An application would, as a minimum include:

1. A site plan showing location of proposed structure, and relationship to property line and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included for major exterior changes.
3. Description of material and colors to be used and an indication of the existing colors and materials should be provided. Where material and/or colors are compatible but different from those of the existing structures, sample of color chips should be submitted for clarity.
4. Estimated start and completion date.
5. Any additional explanation felt necessary to help illustrate the contemplated change.

MAJOR EXTERIOR CHANGES

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. Major alterations include, but are not limited to, rooms screened porches, garages, driveways, decks and fences. Several types of changes may be combined on one application.

The design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses.

The location of major alterations should not impair the view or amount of sunlight and natural ventilation on adjacent properties. New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other condition which will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

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

BUILDINGS/SHEDS

No building or shed, whether attached or detached, shall be commenced, erected, or maintained upon the properties until the plans and specifications for the structure have been approved by the ARC.

Sheds shall primarily be located in rear yards: however, side yard locations will be evaluated according to their respective merits. The shed shall be contiguous to the houses. Views from other properties will be considered and additional landscaping may be required to lessen the visual impact.

Sheds attached to the house will have an architectural design compatible with the design of the house: i.e., same materials color scheme, roof pitch, detail, etc.

While sheds must provide sufficient volume for their intended use, they must be of a size which is appropriate for the size of the property and which is architecturally compatible with the applicant's house.

DECKS, PORCHES, PATIOS & SCREENED ENCLOSURES

No deck, porch, patio, screened enclosure or similar type structures shall be commenced, erected, or maintained upon the properties until the plans and specifications for such have been approved by the ARC.

Patios or decks should be located in rear yards. Side yard locations will be evaluated on an individual basis.

When patio or deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Guidelines should be considered during the completion of the application. An application is required and shall include:

1. Decks and Patios:

- a. Site plan showing the relationship of the deck to the house, lot, and adjacent properties.
- b. A description of materials to be used.
- c. Dimension and style of railings, posts, stairs, steps, benches, and other details as required to clearly describe the proposal, including height of deck above the ground.
- d. Decks with supports more than five (5) feet in height, must have landscaping around the supports to soften the impact. Landscaping shall be of a permanent nature, such as bushes or trees and height at maturity shall be such that most or all of the height of the supports will be screened.
- e. Indicate whether or not underdeck area will be used for storage. If so, indicate whether trellis work or solid walls will be used. Trellised areas must be landscaped as in paragraph d. above. Solid walls must be treated as a shed and conform with the section BUILDINGS/SHEDS. Approval must be approved for underdeck storage.
- f. Details of changes to windows or doors, if applicable.
- g. Deck color and materials must be compatible with applicant's house. Wood left in it's natural color is an acceptable option.
- h. Estimated start and completion date.

2. Screened Enclosures and Porches:

Screens enclosures and porches will be reviewed as structural changes to the house. Architectural drawings will be required.

CLOTHESLINES AND DRYING OF CLOTHING

No clothing, laundry or wash shall be aired or dried on any portion of the lots in any area other than in the rear yard. Clotheslines must be demountable and taken down when not in use, and while in use must meet same location and screening criteria as that for play equipment.

EXTERIOR MAINTENANCE

The owner of any lot within the area of Borneham Wood Community Association shall cause the maintenance of the premises and the improvements situated thereon to comply with standards satisfactory to the Board of directors, which is a similar condition as delivered by the initial builder.

A determination of exterior maintenance satisfactory to the standards of the Board of directors shall include but not be limited to the following criteria.

1. Maintenance of Yards:

Grass or live ground cover properly cut or trimmed maintaining a maximum height of four (4) inches; bare spots within grass or live ground cover areas seeded or planted to promote restoration; grass and live ground cover trimmed at the edge of driveways, sidewalks, curbs, structures, and the base of trees and posts so as to present a clean line of definition; grass and live ground cover trimmings removed from walkways, driveways and streets: excess grass and live ground cover trimmings removed from lawns in those instances where mowing has caused a "harvest row" appearance; hedges and shrubs trimmed and maintained in an orderly fashion.

2. Facades:

Shutters, trim, downspouts and gutters must be properly secured to the house, maintained and painted so as to preclude excessive peeling or cracking and present an appearance of maintenance in good condition.

3. Doors and Windows:

No exterior plastic covering is allowed on doors or windows. Broken windows, doors, or screens are to be repaired or replaced within thirty (30) days.

4. Fences, Privacy Screens, Decks, and Other structures:

Maintained in good condition with post, gates and doors repaired, maintained or restored as required.

5. Mailboxes

Maintained, repaired, or restored so as to be in a completely serviceable condition.

ANTENNAS AND SATELLITE RECEIVERS

Exterior antennas and satellite receivers are prohibited.

SOLAR PANELS

Panels mounted to the rear side of the roof may be flush or elevated. If elevated they must not extend above the roof peak.

Panels mounted to the front or side must be flush mounted.

EXTERIOR PAINT, STAIN, VARNISH, CAULK OR OTHER SURFACE COVER AND SIDING

No party shall paint, stain, varnish, apply siding, or otherwise cover the exterior of a building which changes the original color or design of the building without approval of the ARC. Therefore, repainting or staining to match original color(s) need not be submitted.

Color changes shall apply not only to the house siding, but also to doors, shutters, trim, roofing, and other visible appurtenant structures.

A completed application must include a color sample of the color(s) to be used.

FENCES AND PRIVACY SCREENS

The ARC strongly suggests the use of wood fences but will consider applications for other fence types. All fences should be approved by the ARC before construction.

Fencing is used to separate property, provide security and visual privacy, or architecturally define space (i.e, property fence, privacy fence, or decorative fence). In achieving any one of these goals a barrier is created which has both visual and physical impact on the boundaries of common land and property of adjacent homeowners.

Careful consideration shall be given to the basic fencing concept and the manner in which the concept is executed.

Remember there are alternatives to fencing that may achieve the needed results. For example, short segments of screen fence may be combined with landscaping to achieve the desired amount of privacy without a severe impact on natural open space. Use of plant material alone can be an alternative.

In the case of fencing which touches upon neighboring property, application shall be submitted jointly with affected neighbor(s).

Fencing shall be compatible with the applicant's house, but it shall also be appropriate for its intended purpose. For example, a "privacy fence" has different design considerations than a fence which is used to define property boundaries. Every effort will be made by the ARC to keep all fencing, walls and screening as harmonious as possible with the architectural character of the community.

In selecting a fence it is important to remember that the homeowners' functional needs must also be related to prevailing fence styles in the immediate neighborhood. Location, style, height, materials and color are primary factors which shall be considered.

The height and design should generally conform to other fencing in the area.

The location of most fencing involves boundary line considerations to some degree. Therefore, applications must show exact relationship with property lines, on the site plan.

Fencing shall be compatible with the materials and colors in the applicant's house and the prevailing materials in the adjacent houses. Continuity of texture and the scale of materials shall be considered.

Wire mesh screening used to increase security as part of an "open fence" will be considered in special cases. However, approval will be contingent upon supplemental landscaping. Wire mesh shall be galvanized or vinyl coated.

Restrictions:

1. Chain Link, Stockade, and Barbed wire fences are not acceptable.
2. Property line fencing and walls above grade shall not exceed six(6) feet above grade, AT ANY POINT.
3. Free-standing screens shall not exceed six (6) feet in height, AT ANY POINT.

Fences parallel to each other and within six (6) feet of each other will be discouraged by the ARC. In addition to the normal application, this request must include fence style, materials, dimensions, and color.

LANDSCAPING, PLANTING AND EXTERIOR LIGHTING

LANDSCAPING -To provide for continuity, it is strongly recommended that landscaping (particularly that which is close to property lines) be discussed with adjacent neighbors during the planning stage.

LOCATION -Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic.

Also, views from neighboring units, shade patterns of larger trees, and possible physical damage by encroaching planting should always be considered. If plantings are found detrimental by the Board, homeowners may be required to abate the problem.

EXTERIOR LIGHTING -No lighting shall be directed outside the applicant's property. Light fixtures which are proposed in place of the original fixtures shall be compatible in style and scale with the applicant's house. However, lighting which is a part of the original structure shall not be altered without the ARC's approval.

Applications for exterior lighting shall include wattage, height of light fixture above ground, and a complete description, including descriptive material of light fixture and location on the property.

EXTERIOR SEASONAL DECORATIONS -Christmas lights, Halloween decorations, etc., do not require ARC approval. However, such decorations shall be taken down within one month of the date of the holiday.

ELECTRONIC INSECT TRAPS

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

POOLS, HOT TUBS, AND WHIRLPOOLS

Only in-ground pools will be considered; no above ground pools will be approved.

Pools shall be located in rear yards and may approach property line no closer than five (5) feet.

The pool and any mechanical equipment shall be protected by a fence which conforms to the fencing guidelines and is at least six (6) feet in height. All gates shall be the self closing type.

If changes in grade or other conditions which will affect drainage are anticipated, they shall be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

Application to the ARC for a pool shall include:

1. A duplicate copy of those pertinent documents which are to be submitted to Fairfax County for building permit, and include style and color of fencing, landscaping, etc.
2. Detailed drawings and plans showing dimensions of the pool, deck, fenced area, and other related equipment in relation to the applicant's house, adjacent houses and property lines.
3. Information concerning water supply system, drainage, and water disposal system.
4. Estimated completion date.

Hot tubs and whirlpools shall be located in rear yards and any mechanical equipment shall be screened from outsider's view.

If any changes in grade or other conditions which will affect drainage are anticipated, they shall be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

The hot tub and whirlpools shall not exceed ten (10) feet in diameter and be equipped with a structural cover that can be fastened securely and locked when not in use.

TRASH AND GARBAGE CONTAINER

Containers shall not be placed for pickup at appointed locations prior to 6:00 pm or dusk, whichever comes first, on the evening before pickup.

If trash cans are to be stored outside, they must be screened with planting or a wood enclosure at the rear of the house. If a wood enclosure is used, an application is required, including site plan showing location relative to the house and neighboring houses, and a drawing of the intended enclosure. No accumulation or storage of litter, new or used building materials or trash of any other kind shall be permitted on any lot or street.

MISCELLANEOUS EXTERIOR CHANGES

AIR CONDITIONING units extending from windows generally will not be approved and are discouraged in general. Exterior units may be added or relocated only when they do not interfere visually and acoustically with neighbors.

ATTIC VENTILATORS or other mechanical apparatus requiring penetration of the roof shall be as small in size and height as functionally possible. They shall be located on the least visible side of the roof as viewed from the front of the house.

BASKETBALL BACKBOARDS will not be permitted.

MASONRY CHIMNEY and flue enclosures shall be compatible in design, location and color with the existing house.

FIREWOOD should be maintained in neat, orderly stacks on the side or behind the house. Wood shall not be stacked on driveways or in the front of the house.

PERMANENT FLAGPOLES shall be of height, color and location which is appropriate for the size of the property and background. Permanent free standing flagpoles shall be installed and maintained in a vertical position.

HOUSE NUMBERS should be legible but not be of a size and color

which is inappropriate.

PERMANENT BARBECUES shall not be a dominant feature on the landscape and shall be located so they will blend as much as possible with the natural background.

STORM OR SCREEN DOORS shall be coordinated to match or be compatible with entry doors behind them. Consideration will depend on the design of the particular door and its relation to the design of the house.

STORM WINDOWS AND SCREEN WINDOW FRAMES shall be compatible with the color of existing window frames.

RECREATION AND PLAY EQUIPMENT should be placed in rear yards.

BORNEHAM WOOD HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

REQUEST FOR PROPERTY CHANGE OR ADDITIONS

From: _____
Name

Phone: _____

Address: _____

Lot Number: _____

Description of change or addition proposed: Please give a brief description of what you would like to do, including, if applicable, finishing materials to be used such as siding, shingles or paint colors. A copy of your lot survey (plat) must be attached to this request showing the proposed change in relation to the lot and/or existing structure. The sketch will be retained for our files.

I/we, in making this request understand, acknowledge and agree that the Architectural Control Committee and the Board of Directors of Borneham Woods is not obligated to maintain or replace the work requested above.

Date

Property owner's signature

Note: Please submit this form in duplicate. A copy will be returned for your records.

Return to any member of the Architectural Control Committee.

Action Taken by the Committee

_____ Approved as requested.

_____ Approved subject to the following: _____

_____ Disapproved for the following: _____

Date: _____

By: _____

BORNEHAM WOOD HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

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