

# **Carriage Lawn at Barkley Homeowners Association**

## **Design Guidelines**

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This version supersedes all previous publications.

### **A Homeowners Handbook**

It is important to review the standards listed in this booklet **BEFORE** you begin additions, deletions or modifications to the exterior of your home or lot. New construction, plus any improvements that a homeowner plans, and any visible landscaping **MAY** require ARB approval.

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## **I. Purpose of the Handbook**

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The primary purpose of this handbook is to familiarize homeowners at Carriage Lawn at Barkley with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Carriage Lawn community.

The handbook enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Carriage Lawn at Barkley Homeowners Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which 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. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **II. Basis for and Objectives of Protective Covenants**

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The legal documents for the Carriage Lawn at Barkley Homeowners Association contain covenants, including those pertaining to design standards. 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 enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners, who reside in association communities which enforce design covenants, are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

## **III. Role of the Architectural Review Board (ARB)**

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All homeowners at Carriage Lawn are automatically members of the Carriage Lawn at Barkley Homeowners Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, including design standards and restrictions. The

Declaration of Covenants, Conditions and Restrictions for the Association (Article III, Section 4) provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Review Board (ARB), the members of which shall be appointed by the Board of Directors of the Carriage Lawn at Barkley Homeowners Association. The ARB is to consist of three or more persons.

The ARB shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners, other than the declarant or a participating builder. The ARB shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the Design Guidelines promulgated by the Association's Board of Directors.

As part of its responsibilities, the ARB will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The ARB will also be responsible for reviewing possible violations of the Association's Design Guidelines.

#### **IV. Alterations Requiring Review and Approval by the Architectural Review Board**

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Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the ARB. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

- Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color. Appendix A provides the approved Duron exterior colors used in our community.
- 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.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review and approval, homeowners should first seek clarification from the ARB before proceeding with the improvement.

#### **V. Application and Review Procedures**

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All applications for proposed improvements must be submitted in writing using the application form authorized by the ARB. A copy of this form is included as an exhibit to this handbook. Incomplete applications will be returned to the applicant with a statement of deficiencies, which must be remedied in order to be considered for review.

Homeowners may submit applications by mail or e-mail to the addresses shown on the Design Review Applications, Appendix D. The most recent application form may also be downloaded from the Carriage Lawn at Barkley website (<http://www.carriagelawn.org>).

#### A. Supporting Documentation

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

#### B. Time Frame for Completion of the Review

The ARB is required to approve (or disapprove) any proposed improvement within forty-five (45) days after the receipt of a properly completed application. However, the forty-five (45) day review period will normally 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.

#### C. Notice of Approval/Disapproval

Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Board. In the event that the ARB does not act upon an application within forty-five (45) days, the application shall be deemed to be approved.

#### D. Appeals Procedure

Homeowners who have submitted design review applications may appeal decisions of the ARB to the Board of Directors.

A homeowner may appeal a decision of the ARB by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the ARB. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

### **VI. Enforcement Procedures**

The Declaration of Covenants and Bylaws of the Association empower the ARB and the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

- A. A violation may be observed and reported to the ARB by a member of the Review Board, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, written notification by mail or e-mail should be transmitted to the ARB, in care of the managing agent, to the address cited in Appendix D.

- B. The alleged violation will be confirmed by a site visit by a member of the ARB, or the managing agent.
- C. The Managing Agent, on behalf of the ARB, 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 such violation will become more severe with the passage of time.
- D. If the violation continues for fifteen (15) 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 fifteen (15) days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the ARB 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 (15) period).
- E. If the violation is not abated within fifteen (15) 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 ARB) the Committee will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Architectural Review Board, such hearing to be convened no sooner than fourteen (14) days from the date of the notice.
- F. As a result of this hearing, the ARB shall refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines in accordance with the provisions of the Association's legal documents if, as a result of the hearing, the Review Board determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner. The Board may enforce the Association's Design Guidelines by initiating legal proceedings at law or in equity and/or by assessing a charge against the member in violation of the Design Guidelines, any such charge to be levied in accordance with the provisions of Section 55-513B of the Virginia Property Owners' Association Act.
- G. The above procedures do not preclude the ARB or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the ARB or the Board may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

## **VII. Property Maintenance Standards**

If an owner fails to maintain a lot in good order and repair and free of debris, as required by Article VI, Section 2 of the Declaration, the Board of Directors may elect to restore the lot at the owner's expense in accordance with this paragraph instead of, or in addition to, following the enforcement procedures referenced in Section VI above. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after fifteen (15) days written notice to the owner (or such shorter notice period as determined by the Board, authorize

the Association to enter upon the owner's lot and to perform any required maintenance or repair at the expense of the owner, provided that such authorization is approved by a two-thirds vote of the Board of Directors. All expenses incurred by the Association in this regard shall be assessed against the Owner as a "Restoration Assessment" as provided in the Declaration. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.

#### Property Maintenance Standards

- A. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Review Board). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).
- B. All turf areas on a lot must be kept neatly mowed as needed. Grass should not be permitted to exceed four (4) inches in height.
- C. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed.
- D. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turfed area.
- E. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.
- F. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning. Plants must not be permitted to grow through fences and vines must not be permitted to grow on exterior surfaces of homes and fences.
- G. The exterior of a home must be maintained in an attractive manner. Mildew, soot, rust and dirt must not be allowed to accumulate on the home, concrete surfaces, or driveway. No significant blistering or peeling of exterior painted surfaces (including, e.g., painted porches, steps and sidewalks) is permitted. Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired or replaced.
- H. All exterior lighting must be maintained in an operational condition. Driveway lampposts (if present) must be maintained to operate with automatic dusk to dawn illumination.

## VIII. **Design Guidelines**

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The specific Design Guidelines detailed below have been adopted by the Board of Directors.

### A. Air Conditioners and Fans

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Window air conditioners, window-mounted fans, and portable fans placed on window sills are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact to adjoining properties. Such relocation or addition must be approved by the ARB.

### B. Antennas and Satellite Dishes

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(1) Satellite dishes which are less than one meter (39 inches) in diameter designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite, (2) TV antennas designed to receive local television broadcast signals, and (3) an antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite are permitted on lots and do not require an application, subject to the following guidelines:

1. Such devices may not be installed in the front yard or attached to the front facade of the home;
2. The device should be located so as to be as visually unobtrusive as possible, without impairing the reception of the broadcast signal. Examples of preferred locations include the following:
  - a. Located in the rear yard and below the height of privacy fencing which fully encloses the rear yard;
  - b. Located above the walking surface of a railed deck, with as much of the device as possible below the top of the deck railing;
  - c. Located on the rear side of the roof ridge line, so as to have no, or minimum, visibility from the front of the home.
  - d. Devices which are located at ground level or on the lower portion of the home should be screened with landscaping if the device would otherwise be visible from a street
3. Whenever possible, wiring must be neatly tucked inside trim work. At no time shall wiring be allowed to dangle freely from one section of the home to another.

These satellite dish and antenna rules shall not be interpreted or enforced in a manner that would violate federal regulations by (1) unreasonably delaying or preventing installation, maintenance or use of the listed dishes/antennas; (2) unreasonably increasing the cost of installation, maintenance or use of the listed dishes/antennas; or (3) precluding reception of an acceptable quality signal.

### C. Attic Ventilators

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Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines should be mounted on the least visible side of the ridge line so as to minimize their visibility and should not extend above the roof line.

### D. Awnings

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Only retractable awnings may be approved by the ARB; fixed awnings or free standing structures are prohibited. In general, exterior awnings are discouraged unless demonstrated to be clearly compatible with the architectural design and qualities of the home. Awnings will be approved only if the proposed location is on the rear side of a dwelling unit. If approved, awnings must meet the following criteria:

1. They should be of a plain design without decorative features, such as fringe. Awning hoods are required to enhance the appearance of the retracted awning.
2. Solid colors which are compatible with the color scheme of the house should be used, rather than stripes or patterns.
3. They should be consistent with the visual scale of the house.
4. The color of awning hoods, pipe frames or structural supports should match or complement the trim or dominant color of the house and must be identified in the Design Application.

### E. Carpeting

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The use of the indoor/outdoor carpeting and synthetic grass on exterior structural surfaces (i.e., front stoops, decks, patios) is prohibited.

### F. Clothes Lines

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

### G. Decks

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All decks must be approved by the ARB. Homeowners are advised to consider the following factors:

1. Location: Decks must be located entirely in rear yards.
2. Scale and Style: The scale of all decks shall be compatible with the scale of the house as sited on the lot. Decks, particularly elevated decks, should be of a scale and style which are compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. Materials: Decks must be constructed of cedar, high-quality pressure treated wood (#2 southern yellow pine or better) or recycled wood or composite products, such as Trex®.
4. Color: Decks should be left in a natural condition to weather, treated with transparent (clear) water based or oil preservative, or stained with a natural, pine or cedar wood color, or one of the Board-approved colors listed in Appendix B. Painted decks are prohibited. Application documentation to stain a deck needs to include the color chip as

an Exhibit to the Design Review Application. An application is not required to re-stain an existing deck with one of the pre-approved colors listed in Appendix B. The entire deck, including supports and any attached wooden structures must be treated uniformly.

5. Under Deck Storage: Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening to minimize adverse visual impacts may be required by the ARB, particularly in the case of high decks.
6. Privacy Screens/Trellises: All privacy screens or trellises must be approved by the ARB and the design application must demonstrate compliance with the Fairfax County zoning ordinance. Privacy screens or trellises must be lattice and may not extend more than seven (7) feet above the floor of the deck. Privacy screens may only be installed on two sides of a deck and not on the side opposite the rear plane of the home.

#### H. Dog Houses and Dog Runs

Dog runs and dog houses are prohibited.

#### I. Exterior Decorative Objects

Approval will be required for all exterior decorative objects which exceed twenty-four (24) inches in height or width that are located in the front or side yard, or are visible from the front yard or street. Examples include, but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures and fountains, free standing poles of all types, house address numerals, and any items attached to approved structures.

All exterior decorative objects, even those less than twenty-four (24) inches in length or width, may be prohibited by the ARB based on an evaluation of their general appropriateness, size, quantity, color, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and surrounding area. Objects exceeding twenty-four (24) inches that are enclosed by the rear yard privacy fence and are not be visible from the front yard or a street do not require approval, providing they do not extend above the top of the fence. Decorative flags may be displayed and do not require approval if the flagpole complies with the Design Guidelines.

#### J. Exterior Lighting

Lighting which is part of the original structure may not be altered without prior approval of the ARB. Proposed replacement or additional fixtures 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, color, brightness or other features.

#### K. Exterior Colors/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, concrete surfaces and other appurtenant structures.

## L. Fences

General guidelines for the construction and approval of fences are provided below.

1. Chain-Link and Barbed Wire Fences: Chain link and barbed wire fences will not be approved under any circumstances. Chain link or barbed wire fencing material will not be permitted for any use.
2. Lot Line Fences: Owners are required to enclose the rear yard with a six foot alternating board-an-board fence. Fences may not extend forward of the rear plane of the owner's home or the rear plane of homes on adjacent lots. Fences must be constructed of a high quality, pressure treated wood and should be left to age, naturally painted with a transparent sealant or stained a natural pine or cedar wood color approved by the Board of Directors. An application is not required to stain a fence with one of the pre-approved wood stain colors listed in Appendix B. The same brand, type and color of stain must be used if both the deck and fence are to be stained.

## M. Flagpoles

Permanent, free standing flagpoles are prohibited. A single temporary flagpole staff which does not exceed six (6) feet in length and is attached at an incline to the wall or pillar of the dwelling unit does not require approval by the Architectural Review Board.

## N. Gutters, Downspouts, and Lot Drainage

All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic or unpainted concrete.

Pursuant to Article VI, Section 2(b) of the Declaration and Section VII above, the Board may authorize the Association to take corrective actions (at the owner's expense) if a homeowner, with or without appropriate ARB approval, makes any change to their lot or structure that results in excessive and potentially damaging water runoff onto adjacent homeowner or common property.

## O. Holiday Decorations

Holiday-related decorations and lighting is permitted no earlier than one (1) month prior to the applicable holiday and must be removed no later than two (2) weeks following the holiday. The ARB has the right to require changes to any holiday decorations where the scale and intensity of any lighting is not deemed appropriate, in terms of its potential negative impact on surrounding residents or property values.

## P. Hot Tubs/Spas

Exterior hot tubs or spas must be located on the ground level of the rear yard adjacent to the dwelling unit and require approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or

spas which are recessed into decks are preferred over those which are free standing. If free standing, a hot tub or spa should be screened with landscaping or privacy screening in order to minimize its visibility.

#### Q. Invasive Plants

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Growing invasive plant species is not permitted except in pots or other methods that control the plant's invasive characteristics. The state of Virginia and Fairfax County has identified more than 300 species of invasive plants, including:

- autumn olive
- burning bush
- multi-floral rose
- pachysandra
- bamboo
- English ivy
- oriental bittersweet
- Bradford pear
- Japanese barberry
- privet

For complete listings of invasive species, refer to:

[http://www.dcr.virginia.gov/natural\\_heritage/invspdflist.shtml](http://www.dcr.virginia.gov/natural_heritage/invspdflist.shtml)

<http://www.fairfaxcounty.gov/parks/resource-management/ima/>

#### R. Landscaping

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1. Except as provided below, a Design Application and ARB approval is not required for the following modifications:

- a. Planting of annuals or perennials in existing beds.
- b. Installation of new beds less than four (4) feet wide around the front and side perimeter of the house foundation and fence line, or within the fenced-in rear yard, provided that plants, excluding trees, have a mature height of less than eight (8) feet.
- c. Installation of new beds less than three (3) feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three (3) feet.
- d. Installation of new beds less than two (2) feet wide around a mailbox post, and around transformer/utility boxes, provided that plants have a mature height of less than three (3) feet.
- e. Installation of black plastic edging or green metal edging around existing or approved beds, provided that it is installed to be below the height of the top of the grass.
- f. The planting of individual trees or shrubs on the lot, provided that such plantings at maturity are in scale with the home and lot. Planting of trees that at maturity will extend over adjacent homeowner property must be approved by the ARB.

2. Any other landscaping modifications, including the following, require application and review/approval by the ARB.

- a. Any planting or landscaping behind or on the side of a homeowner's rear fence. Note: only the Association (as authorized by the Board) has the authority to install plants or other landscaping on the Association's common area property.

- b. Removal of grass and replacement with mulch, gravel or some other type of ground cover, except in the case of the pre-approved locations above (this will be considered for limited areas; on steep slopes, for example).
- c. Any installation of landscape timbers. Timbers should not define the individual front yards or walkways, and cannot be used on property lines. Timbers may be used in rear yards to line flower beds, or to aid in preventing soil erosion. Any use of landscape timbers above one timber in height must receive prior approval by the ARB.
- d. Stone or masonry landscape walls. Walls intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or artificial materials (i.e. -keystone) may be approved if consistent with design characteristics of the home and adjoining properties.
- e. Any modifications that require construction (including retaining walls or garden structures, such as trellises, gazebos, etc.) or result in a grade change.

Approval is required for any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers may be approvable in order to define private space or block undesirable views. However, the ARB will consider any adverse impacts on adjoining lots, including the disruption of sight lines for adjoining properties. Landscape screens or barriers are not permitted on front yard lot lines.

Approval is required for any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.

#### S. Patios

All patios require approval. Patios must be located in rear yards. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied. Drainage issues may be mitigated by the use of a partially porous patio surface or the installation of mulch beds adjacent to the patio.

#### T. Recreation and Play Equipment

Semi-permanent play equipment which 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.

1. Location: Such equipment must be placed in rear yards.
2. Scale and Design: The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
3. Color and Materials: Equipment constructed of wood and left in a natural condition to weather is encouraged. Metal play equipment should be painted solid earth tones (i.e., brown, tan, dark green) to blend with the natural environment.
4. Basketball Equipment: Basketball backboards may not be installed on the front facade of a home or anywhere on the lot forward of the rear plane of the home. Portable basketball equipment is permitted in rear yard locations only. Portable basketball set-ups may not be used in front yard locations, on the street, or on common areas.

## U. Security Bars

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In general, the use of security bars or grates on windows and doors is 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.

## V. Signs

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Signs and commercial advertising are prohibited on homeowner and common property except as provided below. Illuminated signs, signs with moving parts, and signs painted on a building exterior are prohibited. Signs must not be affixed to trees or the community's street and public safety signs.

### 1. Security Signs

Two (2) security signs, each not exceeding a total of sixty-four (64) square inches may be posted on a homeowner's property. Only one (1) such sign may be posted forward of the front plane of the home in the vicinity of the front door. A second sign may be posted at the side or rear yard.

### 2. Real Estate

One (1) temporary real estate sign, not to exceed six (6) square feet in area, advertising a property for sale or rent may be displayed on a lot. Such signs must be removed immediately after the home sale closing or rental occupancy. No real estate signs may be placed on common property.

## W. Skylights

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Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Consideration will be given to skylights on the front side of the roof ridge line only if constructed flush with the roof.

## X. Solar Panels

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Solar panels require ARB approval.

## Y. Storage Sheds

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Storage sheds are restricted to rear yard locations and should not be visible from the front of the dwelling unit or from a street. Storage sheds with metal or plastic sliding doors or roofs are prohibited.

Storage sheds may be attached to the dwelling unit or constructed integral with a fence. The following guidelines are applicable for each type of shed:

### A. Sheds Attached to the Home

**Design:** The architectural design of the shed should be compatible with the design of the house.

**Size:** Sheds should not exceed 48 square feet of floor space and six feet in height at the highest point.

Materials: The finish materials must be the same as used for the exterior of the house.

Colors: The color scheme must be the same as for the house.

Roof: The roof slope and the type and color of roofing material should match the house.

#### B. Sheds Integral with a Fence

Design: Board-an-board privacy fencing must be used.

Size: Sheds should not exceed 48 square feet of floor space and six (6) feet in height at the highest point.

Materials: The exterior finish material of the shed must be the same as the fence.

Colors: The roof should either be flat, with the top of the roof not exceeding the top of the fence, or sloped similar to that of the house.

#### Z. Storm/Screen Doors

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Only full view storm doors, defined as doors where the glass covers at least eighty (80) percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Approved door styles are illustrated in Appendix C. Doors with other decorative treatment, such as grills, are not permitted. Doors must be white or painted the same color as the unit entry door or the door trim. Storm doors which conform to the above guidelines do not require approval.

#### AA. Tree Removal

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No live trees with a diameter in excess of two (2) inches, measured twelve (12) inches above ground, nor flowering trees in excess of two (2) inches similarly measured, nor live vegetation on slopes of more than twenty (20) percent gradient or marked "no cut" areas on approved plans, may be removed without the prior approval of the ARB.

#### BB. Vegetable Gardens

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Vegetable gardens often attract rodents and may be the source of pest infestations. For that reason, all vegetable gardens require ARB approval. They must be located within the fenced portion of the rear yard and must not exceed sixty (60) square feet. Plants shall not be allowed to grow more than eight feet high. A vegetable garden must be maintained in a neat condition and all plant debris must be removed at the end of the growing season.

#### CC. Walkways

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Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved.

#### DD. Windows

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Approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

#### EE. Window Dividers

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Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

## Appendix A – Approved Exterior Colors

**DURON**  
PAINTS & WALLCOVERINGS

## CURB APPEAL exterior accent palette



## **Appendix B – Approved Deck and Fence Colors**

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The following manufacturers' stain colors are pre-approved for staining of decks and fences. Any other color or brand requires ARB approval.

**NOTE:** Only transparent and semi-transparent stains are authorized. Paint and solid or non-transparent stains are prohibited.

### **Behr Transparent Pre-Mixed Colors:**

Natural (500/400)

Cedar Naturaltone (501/401)

Redwood (502/402)

### **Flood Translucent**

Natural

Honey Gold

Cedar

Chestnut

Redwood

Walnut

### **Sikkens Translucent**

Butternut (072)

Natural (078)

Redwood (089)

Natural Oak (005)

Mahogany (045)

Cedar (077)

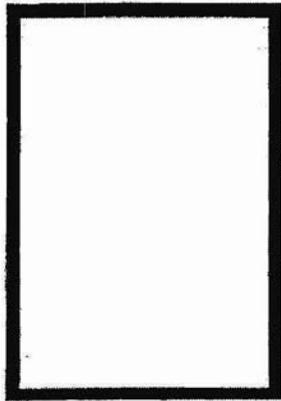
Dark Oak (009)

Teak (085)

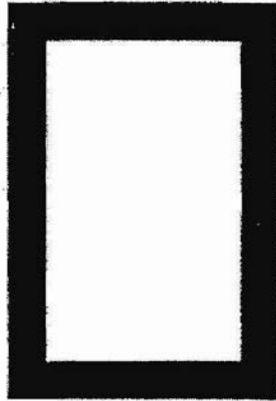
## Appendix C – Approved Storm Door Styles

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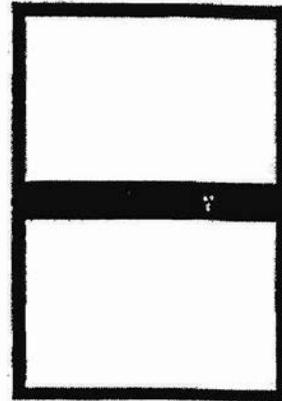
Five acceptable "full view" style storm doors are illustrated below. Door 1 is the preferred style. Door 2 has a wide border. Door 3 is a style which can either have removable glass and screen panels or which can have self-storage of glass or a screen in the lower panel. Door 4 has a kick plate and Door 5 has a wide border and a kick plate.



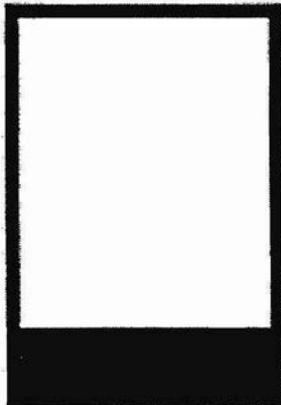
Door 1



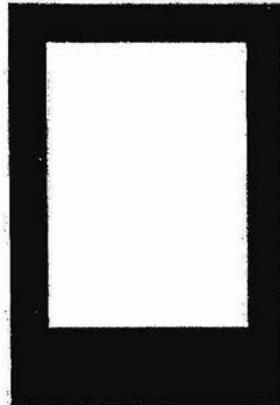
Door 2



Door 3



Door 4



Door 5

## Appendix D – Design Review Application

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### CARRIAGE LAWN AT BARKLEY HOMEOWNERS ASSOCIATION DESIGN REVIEW APPLICATION

To: Architectural Review Board  
Carriage Lawn at Barkley Homeowners Association  
c/o GHA Community Management – Brian Heisler  
3020 Hamaker Court, #300  
Fairfax, Virginia 22031  
(703)752-8300 – Office  
(703)876-9594 – Fax or Email to [Community.Manager@CarriageLawn.org](mailto:Community.Manager@CarriageLawn.org)

Property Owner(s) \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**DIRECTIONS:** The Declaration of Covenants requires that you submit to the Architectural Review Board (hereinafter referred to as “ARB”) for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the ARB review period will commence when all required submissions have been received. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from GHA prior to submission of an application.

**DESCRIPTION OF PROPOSED CHANGE:** Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

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

**PURPOSE OF IMPROVEMENT** \_\_\_\_\_

**ESTIMATED START DATE** \_\_\_\_\_  
(After ARB Approval ONLY)

**ESTIMATED COMPLETION DATE** \_\_\_\_\_

**NEIGHBOR NOTIFICATION:** Please provide proof of notification to owners of adjacent lots – either by signatures below OR proof of email delivery of notice OR a stamped and dated receipt from the US Postal Service showing delivery street addresses. Notification to your neighbor indicates their awareness of the proposed changes, and **does not** constitute approval or disapproval on their behalf.

Name _____	Name _____
Address _____	Address _____
Signature _____	Signature _____

**OWNER UNDERSTANDS AND AGREES TO THE FOLLOWING CHECKED ITEMS:**

- Approval by the ARB shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
- Approval by the ARB shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
- Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ARB to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
- No work on the proposed change shall begin until written approval of the ARB has been received by me;** and that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
- There will be no deviations from the plans, specifications, and location approved by the ARB, without prior written consent of the ARB; any variation from the original application must be resubmitted for approval.
- I authorize members of the ARB or managing agent to enter upon my Property to make one or more routine inspection(s).
- Construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the ARB shall be deemed conclusively to have lapsed and to have been withdrawn.
- Owner is responsible and obligated to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
- I/we am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
- I/we have read the Design Review Guidelines and the proposed additions, changes or alterations conform to the Guidelines.

**Required Attachments:** Descriptive information (plans and specifications, including sketches, photos, illustrations, etc. with the nature, kind, shape, color, dimensions, material & a copy of the survey with the location marked.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROCESSING RECORDS** (to be filled-in by HOA Management and the ARB Representative)

GHA Received By	Date	NOTES _____
Approved By	Date	_____
ARB Approved By	Date	_____