

SPRING PARK STATION
HOMEOWNERS ASSOCIATION

ARCHITECTURAL, LANDSCAPING AND DESIGN

GUIDELINES, RULES, AND REGULATIONS

Revised May 2024

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SECTION I

INTRODUCTION AND OBJECTIVES

These guidelines and standards were crafted to foster a visually appealing, cohesive, livable, and sustainable community. By adhering to these guidelines, homeowners play a vital role in preserving the distinctive character and overall quality of the Spring Park Station neighborhood. This document serves as a guiding resource, not an exhaustive or exclusive set of rules.

The overall objective of this document is to serve as a guide to the Homeowners Association Board of Directors, homeowners and residents in maintaining and enhancing a carefully designed environment. These guidelines and standards address improvements for which homeowners commonly submit variance applications, providing clarity and consistency in the review process. The specific objectives of this document are:

- To describe design principles that will aid homeowners in developing exterior improvements that are in harmony with the immediate neighborhood and community.
- To assist homeowners in preparing an acceptable variance application.
- To facilitate a transparent and consistent variance application review process to enhance homeowners' understanding and appreciation of the Declaration of Covenants, Conditions and Restrictions.

Homeowners who disagree with established guidelines or policies can present their case at the quarterly Board of Directors meeting for consideration..

Inspections will be conducted to ensure compliance with the guidelines and standards outlined in this document. Homeowners will receive a list of corrective actions and a deadline for completion if infractions are identified. Failure to complete corrective actions within the specified timeframe may result in charges and/or a suit for injunctive relief. The provision for imposing charges for violations is set forth on section 12.1 (h) of the Declaration.

The authority for maintaining the quality of design in the community is founded in the Declaration of Covenants and Conditions and Restrictions that are a part of the deed to every property. These covenants are binding on all homeowners, current and future. These covenants should be fully understood by each homeowner.

SECTION II

VARIANCE APPLICATION AND REVIEW PROCESS

Homeowners are required to submit an application and secure approval for all exterior alterations, additions, improvements, and grand changes, unless otherwise noted in this document.

Homeowners are responsible and required to obtain the permits and approvals of the appropriate governmental authorities.

The design of alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses. The location of alterations should not impair the views, or amount of sunlight and natural ventilation of adjacent properties.

Construction materials must be stored so that the impact in neighboring properties is minimized. Excess material must be immediately removed after completion of construction. Common property cannot be utilized for storage of materials needed to complete additions or alterations. Homeowner is responsible for any-and-all damage to common areas created during construction of additions or alterations

VARIANCE APPLICATION FORM

Homeowners seeking to request a variance should contact the management company to obtain the necessary application form. The completed application typically requires the following information:

Justification: A clear and concise explanation of why the modification is necessary, outlining the specific need or purpose for the variance.

Site plan: A site plan, such as a copy of the house location plat as applicable, which can be found online on FairfaxCounty.gov or in the house purchase documents. The site plan should clearly indicate proposed changes, including dimensions and distances from property lines.

Material and color: A comprehensive list of materials to be used, samples of new colors, along with the description of existing materials and colors of this specific house/plot. If the materials and/or colors of the proposed modification are different from existing ones, but still compatible, a homeowner must submit samples of the color chips for clarity.

Drawings and photographs: A visual representation of the proposed modification, utilizing manufacturer's literature, photographs, freehand sketches, or mechanical drawings. The level of detail should be proportionate to the complexity of the proposal. If applicable, plans or provisions for landscaping, grading or other relevant aspects should be included, demonstrating their impact on the applicant's house, neighboring properties, or

common areas. A descriptive narrative should accompany the sketches and/or photographs.

Neighbor Signatures – Signatures from two neighboring property owners who may be affected by the proposed modification, ideally immediate neighbors. These signatures do not imply approval but rather acknowledge the submission of the application and serve as a notification, allowing neighboring residents to provide their input to the Board. The Board can waive the signature requirement if the owner wasn't able to secure signatures but shows attempts to obtain them.

Drainage changes: Indication of any changes to the existing grade or drainage, if applicable.

VARIANCE APPLICATION PROCESS

Homeowners are required to submit all variance applications through the homeowners association's management company. The management company's contact information can be conveniently found on the Spring Park Station website (springparkstation.com). Upon receipt, the application will undergo a thorough review for completeness. If the application is complete, the review process will commence. Applications deemed incomplete will be promptly returned to the homeowner for further information.

The Board of Directors has forty-five (45) days to review each application, commencing from the date a complete application package is received. The applicant will receive a written decision via U.S. Mail to the address provided on the application. For any inquiries regarding the receipt or status of a pending application, please contact the management company. Failure of the Board to act within the stipulated forty-five days from the date a complete application is submitted shall not be construed as approval.

Approvals expire 180 days after issuance if the alteration requested has not begun within 180 days of the approval date of the application. Homeowners can appeal expirations by submitting a revised variance application.

The Board of Directors or management agent may visit the home to inspect the improvement.

VARIANCE APPLICATION REVIEW

A quorum of the Board of Directors must participate in the decision process, with a majority vote for all decisions. In the event of a quorum of three holding a meeting, a unanimous vote of those present is needed.

Each variance application is reviewed on its own merits, taking into account the specific characteristics of the house type and the individual site. There are no automatic approvals, even

if a similar modification has been approved for another property. For instance, a homeowner seeking to build a deck or fence identical to one previously approved for another house must still submit a variance application for review.

The following criteria are considered when reviewing and assessing each application:

Validity of Concept: The fundamental idea underlying the proposed modification must be well-conceived and appropriate for its surroundings. It should demonstrate a clear purpose and compatibility with the overall character of the community.

Design Compatibility: The proposed improvement must be compatible with the architectural characteristics of the applicant's house, neighboring properties and the overall neighborhood aesthetic. Compatibility is defined as similarity in architectural style, quality of workmanship, and the use of similar or equivalent materials, colors and construction details

Location and impact on neighbors: The proposed alteration should complement the existing landscape, structure and neighborhood setting. Primary concerns include the impact on adjacent property use, access, views, sunlight, ventilation, and drainage. The scale of the proposed alteration should be proportional to adjacent structures and its surrounding environment, ensuring a balanced and harmonious integration.

Color: Generally, the colors used in the modification should match those of the existing exterior.

Materials: Continuity is established by employing the same or compatible materials as those used in the original house.

Workmanship: The quality of the work must meet or exceed the established standards of the community.

MODIFICATIONS THAT DO NOT REQUIRE AN APPLICATION

- Repainting the house or shutters in original color.
- Replacing the roof, as long as materials and colors match existing roofs.
- New windows and doors that match the type (including mullions) and location used in the original structure
- Replacement exterior sconces, as long as they are from the approved list.

SECTION III

ENFORCEMENT PROCEDURES

All homeowners and residents shall comply with all provisions of the rules and guidelines set forth in this document. It is the duty of homeowners who rent their homes to third parties to ensure that the renters follow these guidelines and standards.

Failure to comply with the aforementioned documents shall be grounds for an action to recover damages, sums due, and the imposition of charges. These actions include but are not limited to injunctive relief, for suspension of voting rights, for foreclosure of liens or any other legal or equitable relief deemed appropriate, and self-help.

The following actions will be taken to enforce the rules and regulations as set forth in these guidelines:

- In the event any rules or regulations are violated, the homeowner shall be notified by mail. Notice shall be sent to the address on record with the association's management company.
- If the homeowner is a non-resident, a copy of the violation notice shall also be sent to the tenant, at the unit address, by first class mail.
- The homeowner shall have the right to appeal any violation citation. The request for appeal must be submitted in writing, and received in the office of the association's management company within fifteen (15) days of receipt of the violation notice.
- If any instance where the violation presents a health or safety hazard, the association's management company may take immediate action, at the homeowner's expense, to correct the violation. Notification to the homeowner of the action taken and the costs incurred will be sent by mail.
- In the event the homeowner does not bring the violation into compliance or submit an appeal within fifteen (15) days of the date of mailing of the violation notice, or such shorter period set forth in the notice, the Board may proceed with enforcement procedures as indicated in the Declaration of Covenants, Conditions and Restrictions.

That failure of the board to enforce any provision, covenant, restriction or rules and regulation shall in no event be deemed a waiver of the right to do so at a later date.

RIGHT OF ENTRY

As stated in Section 3.3 of the Declaration of Covenants, Conditions and Restrictions: "The Association, the _managing agent and any other Persons authorized by the Board of Directors are hereby granted the. right of access over and through any portion of the Property (excluding the. Interior of any dwelling); for the exercise and discharge of their respective powers and responsibilities :including without limitation, to make inspections, to correct any condition originating in a Lot.

SECTION IV

GUIDELINES, STANDARDS AND POLICIES

Homeowners are responsible for obtaining the necessary building permits and ensuring that their plans adhere to county guidelines. Prior to initiating any construction that involves earthwork, it is mandatory to contact Miss Utility to locate buried cables and/or pipelines. This includes projects such as deck installation, fencing, patios, and the like.

The following guidelines address a wide range of exterior alterations commonly requested by homeowners. These guidelines serve as a framework for considering the primary factors when developing a design. Specifically, they define the limitations regarding size, construction quality, location, materials, and colors, taking into account the intended use and relationship to neighboring properties. The guidelines do not address specific construction details or provide exhaustive design alternatives.

Roofs

As long as materials, design, slope and colors match the existing roof on the applicant's house, replacing the roof does not require a variance application and approval.

Storm and Screen Doors

All screen doors must be the same in design and color as the builder originally assigned. It is the homeowners' responsibility to maintain screen doors. See the Windows section for rules regarding window shade/bug screens.

Approved front door storm door model is Andersen 8 Series Fullview Interchangeable Storm Door, no etching or divider in the light color closest matching the front door trim color. Hardware should be in nickel color.

<https://www.andersenwindows.com/windows-and-doors/doors/storm-doors-screen-doors/andersen-storm-doors/fullview-interchangeable-storm-doors/8-series-fullview-interchangeable-storm-door/>



Windows

New windows and doors that match the type and location used in the original structure do not require a variance application and approval.

Windows must have mullions or grids.

Shade/bug screens must be installed in all windows. Window screens shall be of a color and style that is consistent with the existing window screens in the neighborhood. Homeowners are responsible for replacing/fixing broken screens.

Window fans or window, window vented, or through wall air conditioners are not allowed.

Patios and Decks

Building/replacing/modifying decks and rear yard, ground level patios requires a variance application.

Patios and decks should be in rear yards only. Patios cannot be placed in spaces designated for driveways. Side yard locations will be evaluated on their individual merits for end units only. When patio or deck schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of these guidelines should be consulted prior to application.

All decks are to be made of pressure treated wood or TREX-like composite material. New decks should match the standard established in the community, which is white trim, white

railings and pickets, white post caps, white base trim, pressure-treated lumber for support beams stained or painted the brown color close to the Bistro Brown color of the garage door, and neutral color decking boards. Screening is not allowed. Modification applications must include a site plan showing size of deck, location as it relates to the applicant's house, and a description of the details of railings, trellises, posts, stairs, steps, benches, etc., to clearly describe the proposal. Height distance from the ground must also be included.

- Patios and decks must not pose no drainage problems.
- Homeowners need to obtain proper building permits and a certification from either an architectural engineer, a landscape engineer, or a building inspector from Fairfax County ensuring adequate drainage.
- Corners of the deck must be mitered or beveled.
- Only vertical pickets will be approved for deck handrails.
- Stairs are not allowed.
- Any decks (including stairs, benches, planters, etc.) may not extend past the side plane of the house.

Homeowners are responsible for the upkeep and maintenance of their patios and decks. Existing decks cannot be removed without being replaced.

Clotheslines are not allowed on balconies, patios and decks.

Exterior Painting

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other external structures. Exterior paint must be one of the approved colors. See attachment entitled "Spring Park Station Paint Colors."

Change of exterior colors must be in conformance with established neighborhood guidelines. All color changes require a variance application. Repainting or staining a specific object to match its original color does not require a variance application. If a homeowner wishes to paint in other than the original colors but stay in the same color family, they must specify the type and color of paint and include a color sample in the variance application.

External Light Fixtures

Motion-activated security lights are not allowed.

Decorative lighting such as string lights, separate from temporary holiday lighting, require an application and approval.

There are two approved exterior sconce choices in addition to the builder-installed ones. Approved exterior lighting:

Generation Lighting: Jamestown Collection 1-Light Outdoor Traditional Black Wall Lantern Sconce

- 11.5 inch, black. [Home Depot link](#) (replacement for the balcony light only)
- 17 inch, black [Home Depot Link](#)



KENROY HOME Leo 1-Light Black Outdoor Wall Lantern Sconce

- One size, black [Home Depot Link](#)



Fences

Building new front or back yard fences is not allowed, other than replacing those previously installed by the builder as part of the overall community landscaping. No wrought iron, mesh, barbed-wire, stockade, basket weave or chain-link fencing of any kind will be allowed. Ornamental or decorative fencing will be reviewed on a case-by-case basis.

Homeowners are responsible for maintaining the structural stability and visual appearance of the privacy fences on their property, i.e. replacing rotten wood or broken/missing fence caps, and painting. Replacement fences must maintain the same design and size as the present fence, adhering to property lines. They must be made out of pressure treated wood. Fence caps must be used to prevent wood deterioration.

Privacy fences along Alley A must be painted or stained the brown color that is compatible with the Bistro Brown color of the garage doors.

Siding

The color of replacement siding must be as specified for each house in the “Spring Park Station Paint Colors” document.

In order to preserve a cohesive look throughout the community, Dutch lap, beaded lap, vertical, Cedar shake and scalloped styles are prohibited.

Vinyl siding may not be painted. Siding may not be more than one (1) color.

A physical sample of the siding material in the color and style must be provided with any variance application. Approval is required prior to installation or the homeowner will have to remove at his/her cost.

Shutters

Shutters must be firmly secured with screws. It is homeowners responsibility to fix broken, displaced shutters and repaint faded shutters. Shutters need to be painted the color specified on the color list for the specific home. See attachment entitled "Spring Park Station Paint Colors."

Storage Sheds

Storage sheds are not allowed.

Homeowners and residents may not store anything (including trash cans, toys, bicycles, etc.) on community property, driveways, rear/side yards, or behind fences.

Trellises, Arbors, Privacy Screens and Awnings

No trellises, arbors, privacy screens and awnings are allowed.

Recreation and Play Equipment

Storage/installation of recreation and/or play equipment is not allowed in the common areas, on patios and driveways. Patio and Deck furniture may be placed on patios and decks.

Hot Tubs and Pools

Hot tubs and pools are not allowed on any property within the community.

Landscaping and Vegetable Gardens

Spring Park Station Homeowner Association provides community landscaping that covers all landscaping needs across the property. Any changes require a variance application and approval.

In-ground vegetable gardens are not allowed anywhere on the Spring Park Station grounds.

Cameras

Homeowners may install one exterior security camera by the front entrance and one exterior camera in the back (garage/patio) to monitor the area within their immediate property. Ring doorbell cameras are allowed in addition to the aforementioned exterior camera(s). Homeowners wishing to install additional cameras (i.e. on the side of end units) need to submit an architectural modification application supported by the justification of the need for additional monitoring.

Those homeowners and residents installing cameras should be aware of other's rights to privacy and prohibitions against capturing audio recordings of conversations that they are not participating in.

Satellite Dishes

Satellite dishes and antennas under one meter can be installed on the roof. Installation in a different location and a satellite dish larger than one meter require a variance application and approval. Satellite dishes or antennas that are inoperable or not in use need to be removed.

Trash Removal

The Town of Herndon provides trash removal and recycling services for Spring Park Station residents. As of September 2023, trash pick-up is every Thursday and recycling pick-up is every Tuesday. Homeowners are responsible for keeping up with potential changes of pickup days/times, which are always advertised by the Town of Herndon through various media, such as emails and bin stickers.

Trash and recycling bins must be stored inside your garage. Trash and recycling may not be set out any earlier than 6pm the night before. Homeowners must return trash and recycling bins to their garage no later than 10 p.m. the day of pick up. If for some reason trash is not picked up, it is the homeowner/resident's responsibility to pick it up and return it inside until the next trash day.

Residents/owners are responsible for making the arrangements with the trash removal company for the disposal of large items and may not place them at the curbside earlier than the morning of the day of pick-up.

Tot Lot and Gazebos

Tot lot and gazebos are available for resident and guests' enjoyment between dawn and dusk, anytime, except the tot lot which closes at dusk. Everyone is required to clean up after themselves when using common areas. Take all trash with you when you are done.

Flagpoles

Homeowners are allowed to install one flagpole staff that does not exceed 6' in length and is attached at an incline to the front/back wall or pillar of the house/deck. No permanent, in-ground flagpoles of any height are allowed. See "Flags" section for flag guidelines.

Flags

Residents may display the U.S. flag and the flag of the Commonwealth of Virginia. Display of any other flags requires a variance application and approval. Flags must not obstruct the view of neighbors, pose safety hazards, or violate local regulations.

Signs

Commercial signs are strictly prohibited in all areas of the neighborhood, including windows, porches/balconies/patios and common areas. This includes signs promoting businesses, products, or services placed by the homeowner or a hired contractor. For the purposes of these guidelines, commercial signs do not include official neighborhood-sponsored signage that announce community wide events such as HOA meetings, Community clean-up, etc.

Non-commercial signs, such as political or religious signs, are prohibited in all areas of the neighborhood, including windows, porches/balconies/patios and common areas. For the purposes of these guidelines, non-commercial signs do not include official neighborhood-sponsored signage as described above.

Homeowners are permitted to display "For Sale," "For Rent" or "Open House" signs on their property and at the entryway into the community only for an actively listed property. "For Sale" and "For Rent," signs may not be placed in the community until the home is actively for sale or for rent and must be removed within a week after the property has been sold or rented. "Open House" signs must be removed at the conclusion of the day's open house. These signs should be reasonably sized, well-maintained, not exceed the dimensions of 24 inches by 36 inches, interfere with neighboring properties, or create a nuisance.

School spirit or team signage is allowed in designated areas, such as the front yard, side yard, or window, but not in common areas. Such signage may only be displayed for a maximum period of seven (7) days. These signs should be reasonably sized, well-maintained, not interfere with neighboring properties, or create a nuisance.

Temporary celebratory signs for special occasions such as birthdays, holidays, graduations, or anniversaries, are allowed in designated areas, such as the front yard, side yard, or window, but not in common areas. Temporary celebratory signs should be promptly removed once the event has concluded and may only be displayed for a maximum period of seven (7) days. These signs should be reasonably sized, well-maintained, not exceed the dimensions of 24 inches by 36 inches, interfere with neighboring properties, or create a nuisance.

Decorative garden flags and banners are allowed, but should be reasonably sized, well-maintained, not exceed the dimensions of 12 inches by 24 inches, interfere with neighboring properties, or create a visual nuisance.

SECTION V

PET CONTROL

Household pets such as dogs and cats may be kept, provided that they are not bred or maintained for commercial purposes, do not create a nuisance, danger or annoyance, and are under constant owner supervision when outside their home/enclosed yard.

Pets shall not be chained or left unattended outside anywhere in the neighborhood.

Owners, custodians and guests who own pets shall not allow pets to run at large in the community unsupervised. A pet shall be deemed to run at large when not restrained by an individual with a dependable leash.

Pet owners are responsible for immediate clean-up and proper disposal of pet waste. Association provides a pet waste station with bags and a receptacle to place waste that is emptied on a weekly basis.

Pet owners shall be liable for all costs for repairing damage to common areas caused by their pet(s).

Residents should report unlicensed or unvaccinated animals, animals running free, animal bites, and animal cruelty to the County Animal Control or to the Health Department. Violations such as boarding, breeding, excessive number of pets, excessively loud, unleashed on the common areas, not cleaning up after animals, should be reported, in writing, to the association's management company, with specific information as to the name and address of the violator, the time and date, and the description of the pet.

SECTION VI

VEHICLE POLICY

All vehicles operating within the community must possess a current license plate, safety inspection, and registration, in accordance with local state and local laws.

Vehicles without a current license plate or registration may only be parked in the owner's garage per Declaration Section 8.2(o) that doesn't permit inoperable vehicles to be parked on any portion of the Lot visible from the Common Area, a Lot, or Right of way.

All vehicles located in community parking or on external parking pads must be operable (can operate without external assistance) and have no exterior damages that would pose a safety risk to the community (i.e. no inoperable, wrecked or damaged vehicles). Vehicles that are inoperable or damaged must be placed inside the garage.

PARKING

Community parking spots are unassigned. There are 41 community parking spots, which corresponds to one per household.

Guest passes are not required for short-term parking, such as overnight use. Long-term guests, planning to park for a duration of longer than 48 hours, should place a note (paper) visible on the dashboard indicating the house number hosting the guest.

Vehicles that are too large to park in a garage, or on the parking pad (i.e. vehicle too long and extends into the alley or street), are allowed to park in community parking. These oversized vehicles, however, must fit in a community parking spot. If the vehicle is too large to fit in a community parking spot (single spot only), the owner must submit a variance application.

TRAILERS AND COMMERCIAL/RECREATIONAL VEHICLES

Commercial vehicles are prohibited in the community, whether at a residence or in community parking. This includes vehicles that are not registered as commercial vehicles but are commercial in nature, such as work trucks or vans that contain visible commercial lettering or messages, ladders, tools, or other materials that would commonly be expected for commercial use. Vehicles with commercial license plates are prohibited in the community.

Trailers and recreational vehicles are prohibited in the community, to include on parking pads or in community parking.

REPAIRS

Minor vehicle repairs must be completed within 48 hours from the starting time of the repair. Major repairs (including but not limited to engine, transmission, rear-end overhaul) are prohibited on the common area.

Dumping, disposal of leaks of oil, grease, or any other chemical, residual substances, or any substance of particles from holding tanks of vehicles of any type (as a result of the repair, maintenance, or carelessness) are not permitted in any areas. Disposal must also conform to environmental regulations.

The dumping of motor oil and other petroleum products into the storm sewers is a direct violation of the State Water Control Law and may lead to civil penalties and clean-up costs for the responsible person(s).

Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or storage of any combustible, dangerous or otherwise hazardous material on common areas (regardless of the type of container).

Violators of the vehicle policy will be provided notice that they are in violation of the parking policy and subject to towing at the owner's risk and expense. The towing service provider will place a warning notice on the vehicle at least 24 hours prior to towing the vehicle. In situations that the vehicle is determined to be impeding the roadway or posing a safety risk to the community, 24-hour notice is not required.

SECTION VII

CONTRACT DISCLOSURE PACKET

A Resale Certificate is required by the Homeowner Association. Lots are subject to the Property Owners Association Act (POA Act) and the Resale Disclosure Act. The seller is required to obtain from the Association an Association Disclosure Packet and present it to the Purchaser. Information provided in the Packet is outlined in 55.1-2310 of the Resale Disclosure Act and includes information on the current status of assessment payments and on the existence of any architectural violations. The Disclosure Packet identifies issues with past owners' architectural changes or past-due assessments.