

GREENTRAILS HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES & REGULATIONS

January 2022

Revised February 2022

GREEN TRAILS HOMEOWNERS ASSOCIATION HANDBOOK ARCHITECTURAL GUIDELINES AND OTHER RULES AND REGULATIONS

The following handbook of policies, architectural guidelines, and covenants has been approved by the Board of Directors of the Green Trails Homeowners Association (“the Association”). The guidelines shall be looked upon as protective rather than restrictive because they are designed to enhance the quality of life for individuals living in the Association by protecting the property values and safety of all residents and owners.

The handbook addresses a broad range of rules and regulations as well as exterior modifications for which homeowners must submit an application to the Architectural Review Committee (ARC) (“the Committee”). In the guidelines, references may be made to three types of homes; townhouses, which are several single-family dwellings connected by adjoining walls; townhomes, which are separated single-family homes connected by a short adjoining cement wall; single-family homes which are not connected in any way to the house next door.¹ The guidelines are not intended to create, nor shall they be construed to constitute a contract between the Association and unit owners or residents. The policies and procedures apply to all owners and residents without regard to race, color, religion, national origin, age, sex, or citizenship. Applicable State or Federal law will prevail where such laws conflict with any provision of this handbook.

While it would be impossible to address each specific modification or addition, these guidelines present the principal factors, which shall be considered when developing a design. More specifically, these guidelines attempt to define the standards by which all applications will be considered regarding size, quality, location, materials, and color of any architectural modification, which of course must take into consideration the intended use and relationship of adjoining properties. Modifications not specifically addressed in this document shall not be presumed to be outside the auspices of the architectural guideline review process and may require an application. While a copy of all applications and letters are kept on file by the management company, it is also imperative for the applicant(s) to keep a copy of all correspondence, should there be any question in the future of noncompliance to the architectural guidelines. The basis for many of the following guidelines and rules can be found in the Declaration of Covenants, Conditions, and Restrictions of the Association, which you should have received at settlement.

Finally, while precedence will have a bearing on the Committee/Association decisions, the Committee/Association is not held to a final decision based solely upon precedence, but upon the individual merits of each application.

MISSION STATEMENT

It is the goal of the Committee to represent the common interest of the homeowners in achieving and maintaining architectural compatibility and continuity, enhancing the overall quality and value of our neighborhood. The Committee strives to supervise compliance with the rules in a fair, reasonable, and equitable manner while maintaining the integrity, aesthetic quality, and value of the community.

AMENDMENTS TO THE GUIDELINES

The Board of Directors (“the Board”) and the Committee will periodically conduct an evaluation to determine if the guidelines need to be amended. We anticipate that the majority of changes primarily would be additive and would not involve substantive changes to existing rules and regulations.

APPLICATION REVIEW PROCEDURES

The following require an application to be submitted to the Committee IN ADVANCE on the modification form which is located on the ManorGate website, <http://www.manorgate.info> or <https://portal.ghacm.com>, and a current version of the application form is attached. The form changes occasionally so the website form should be utilized for all applications. The form should be accompanied by complete plans and specifications: any proposed exterior addition or modification requiring a Fairfax County building permit; any change in the home’s exterior colors, any fences, solar panels, hot tubs and spas, basketball backboards, exterior air conditioners or heat pumps, patios or ground level decks, storage sheds, modifications to driveways, or major landscaping. The committee shall review and approve all additions and modifications, which comply with the guidelines, set forth in this handbook. Approval for a proposed exterior addition or modification, not specifically addressed in the guidelines shall not be unreasonably denied. Any resident with current HOA violation(s) showing on their record cannot submit a new ARC application until they have satisfied removing the violation(s) on their residence.

Plans for the construction of decks, patios, pools, sheds, and other structures must meet Fairfax County building codes and appropriate building permits must be obtained before beginning any construction. All Projects shall be completed in a timely manner. The failure to complete a project within twelve (12) months of approval by the Committee (or the Board) and the failure to complete a project within three (3) months of commencement will require an application to the Committee for an extension of time to complete the project. Homeowners must notify GATES HUDSON COMMUNITY MANAGEMENT (GHCM) when the project commences and when it completes.

The modification form must be completed in full, or it will be returned to be resubmitted. Upon receipt of the fully completed request, the Committee shall either approve or deny the request within fifteen (15) days after the application is received by the Association’s management agent. The rationale for denying a request shall be documented on the modification form. If a request is denied by the Committee, the applicant may resubmit a request after bringing it into compliance with the requirements of the Committee or appeal the Committee’s decision. If the homeowner does not receive notice at the end of the 15th day it is incumbent on the homeowner to make contact with the Associations' management

agent to resolve why they have not heard from the agent. In no case may a homeowner make the changes without the approval of the modification request.

If the applicant disagrees with the Committee's decision, an appeals procedure is provided by the Green Trails Homeowners Association (GTHOA) Board of Directors. A verbal request for an appeal must be made to the management company within 48 hours of receipt of the Committee's decision, followed by submission of a written request within ten (10) working days. The management company will put the applicant's appeal on the agenda of the next monthly board meeting for a hearing. The written documents regarding the application and appeal provided by the homeowner will be given to the Board prior to its meeting by the management company. The Committee will be notified of the appeal and asked to submit any comments not already made on the Architectural Modification Form.

The applicant shall be present at the next monthly GTHOA board meeting to present his or her appeal to the GTHOA board members. After the appeal is heard during the public portion of the monthly board meeting, the Board will discuss the matter later in the executive session. A decision will be made as soon as the Board has all the information to make a decision. When the Board reaches a decision, a disposition letter will be written to the applicant by the management company.

The Committee is required to make a decision within fifteen (15) days of the receipt of the application by the management agent. The Committee is NOT required to notify the applicant within fifteen (15) days. If you have not received a written decision from the Committee within fifteen (15) days, it is the homeowner's responsibility to contact the management agent to confirm whether a decision has been finalized.

You will note on the application form that you may be required to obtain signatures from adjacent homeowners on your Modification Application to ensure that they are aware of the modifications and thus allow them the opportunity to discuss your proposed modifications to the Committee or the Board. Those specific rules which require Neighbors acknowledgment are noted on each rule that the notification is required and only on those rules.

AUTHORITY, DISCOVERY, AND ENFORCEMENT OF THE RULES AND REGULATIONS

AUTHORITY: The Architectural Review Committee is authorized by the Association Board of Directors to achieve its stated mission in compliance with:

1. The Green Trails Homeowners Association (GTHOA) Declarations of Rules and Bylaws.
2. The Restrictive Covenants which accompany the property deed; and
3. The Virginia Property Owners Association Act of 1993, Article 2, Section 55-79.53.

DISCOVERY: It is the responsibility and the initiative of the Association Board of Directors through its appointed Architectural Review Committee to be apprised of any record transactions and modifications occurring within its jurisdiction requiring compliance with the Association's rules and bylaws, restrictive covenants, and state law. The means employed by the Committee to achieve discovery are (1) Periodic walk-through inspections of the Community; (2) resale compliance inspection; (3) member observations

and complaints; (4) governmental and quasi-governmental agencies; (5) the management agent; and (6) any other.

ENFORCEMENT: The Association shall notify the homeowner in writing of any violation of the procedures for obtaining approval of any addition or modification, of any violation of the guidelines, or of any violation of the plans approved by the Committee and/or the Board which is not covered in the guidelines and covenants. Such notice shall be in writing and delivered by first class mail within thirty (30) days after the Association is made aware of the violation. If the homeowner is a nonresident, the violation notice shall be mailed to the tenant in the home as well as the owner.

In any instance where the violation presents a health or safety hazard, the Board may direct the Association's management agent to immediately notify the owner and/or tenant in writing to take corrective action at the owner's expense within the time frame specified in the notice.

All notifications of violations appealed by the homeowner and reviewed by the Board will include a statement of the Board's findings and conclusions, and the appropriate sanction, relief, or denial thereof. A copy of each decision when issued shall be sent to the parties of the proceeding and the Committee.

In the event the homeowner does not bring the violation into compliance within the time frame specified in the notice or submit a request for an appeal within ten (10) days of receipt of the violation notice, legal action may be taken by the Association. The owner may be held liable for any and all costs, including legal expenses, in connection with the correction of the violation.

A letter notifying a homeowner of proposed legal action under the Declaration of Covenants, Conditions, and Restrictions shall contain the following:

- 1) The estimated cost of repair, as determined by the contractor who the Board proposes will do the work if the homeowner fails to take corrective action.
- 2) A statement that the Board will have the work done if the homeowner does not correct the problem within a specified period of time or if the homeowner fails to provide the Board with acceptable evidence that corrective action has been initiated.
- 3) A statement that any funds expended by the Association, including legal and estimated expenses, will become a part of the owner's assessment and that such assessment may constitute a lien upon the property.
- 4) A statement that a majority vote from the Board supporting the position being taken has the concurrence of the Association's attorney.

The overwhelming majority of homeowners in Green Trails maintain their properties with the knowledge for most that it is their major investment and what they and their neighbors do to maintain property values is important to us all. Effective July 2021, GTHOA can impose a one-time \$50 penalty on a homeowner that does not correct a violation within the time prescribed in the violation letter they receive from the Management and a \$10 a day penalty for up to 90 days for continued non-corrections. This fine is recommended by the Management and approved by the BOD.

THE FAILURE OF THE BOARD TO ACT TO ENFORCE ANY RIGHT, PROVISION, COVENANT, CONDITION, RULE, OR REGULATION SHALL NOT CONSTITUTE A WAIVER.

ARCHITECTURAL GUIDELINES, RULES, AND REGULATIONS

The guidelines and rules and regulations stated below have been adopted by the Board and are intended to both reiterate and supplement the Declaration of Covenants, Conditions, and Restrictions of the Association.

AIR CONDITIONERS: SEE EXTERIOR AIR CONDITIONERS

ANIMALS: No birds, animals, livestock, poultry or insects shall be raised on any Lot except that dogs and cats can be kept as household pets, but shall not be raised for commercial purposes. The Board may from time to time publish and impose reasonable regulations setting forth the type and number of domestic animals that may be kept on any lot.

Permission has been extended for enforcement to all Fairfax County and State agencies with regard to county and state codes that address animals. Owners and all other persons who are owners and/or custodians of pets shall not allow such pets to run at large. A dog or cat shall be deemed to run at large while roaming, running, or self-hunting or when not restrained by a dependable leash and controlled by a responsible person when off the property of the owner as defined by the County Code (section 41-2-5).

All pets must have appropriate shots, licenses, and tags as required by the County Code (sections 41-2-2; 41-2-3; & 41-2-4). Pets shall not be chained or confined in any common area.

Pet owners shall be responsible for the cleanup and proper disposal of pet wastes deposited in the common areas, the property of other community residents as well as their own yards. Fairfax County has instituted a “pooper scooper” law in which dog owners must pick up waste deposited by their pets on others’ property or public property (Code section 41-2-6).

Pet owners shall be responsible for any and all costs incurred in the repair or damage to the common areas as well as the property of other Association residents caused by their pet(s).

Residents or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the community. Actions that may constitute a nuisance include, but are not limited to, barking, crying, scratching, or being hygienically offensive. Per the Fairfax County Code sections 41-1; 41-2-7; 41-2-8 and Chapter 108-5.2, it is against the law to allow animals to trespass on, destroy or damage another person’s property. Animals must not frequently and habitually make loud and objectionable noises or be kept in such a manner as to cause unsanitary conditions.

Violation(s) of these animal regulations may result in a County imposed fine of up to \$250.

Refer to Article VII, Section 10 of the Declaration of Covenants, Conditions, and Restrictions for more information on animal regulations.

ADDITIONS: Additions shall be compatible with the size and scale of the existing house. Detached garages will be considered on a case-by-case basis. Color, style, and construction materials shall match the existing house. All additions must be approved in advance by the Committee and by Fairfax County. **NEIGHBOR ACKNOWLEDGMENT REQUIRED.**

ANTENNAS AND SATELLITE DISHES: The following Green Trails Architectural Guidelines are being made to comply with Federal Communications Commission rules as directed by the Telecommunications Act of 1996 and in accordance with Article 7, Section 3 of the Green Trails By-Laws.

The following external antennas/satellite dishes are permitted in Green Trails for the purpose of receiving Video programming.

Types of antennas/satellite dishes covered:

- 1) A "Dish A" antenna that is one meter (39") or less in diameter. (Direct Broadcast Satellite)
- 2) TVBS-Television Broadcast Stations.
- 3) An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming service via MMDS.

Safety Restrictions: The Governance requires that all owners comply with all safety restrictions as outlined by Federal, State, and Local requirements to include, but not limited to, fire, electrical, and FCC codes.

All antennas/satellite dishes must be installed as required by the manufacturer and must be properly grounded. (Adopted: 11/13/96). Please consider your neighbors when picking the location of your antenna/satellite dishes. These dishes should be as small as possible and located at the rear of the roof if possible. All homes are limited to one dish per home. All dish locations at the front of a home must be approved in advance by the ARC.

ARCHES: The Conditions, Covenants, and Restrictions governing Green Trails require that the Townhomes on Creek Run Drive be connected with linked arches which are to be maintained jointly by the homeowners attached to each end of the arch. The arches should be maintained with their current configuration, color, and architectural style. Any change to the Arches requires prior approval by the Architectural Review Committee.

ATTIC VENTILATORS AND EXHAUST DUCTS: Attic ventilators, turbines, and exhaust ducts are permitted and shall be the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines shall be mounted on the least visible side of the ridgeline in an effort to minimize their impact on other homes. Ventilators and exhaust ducts meeting the requirements cited above do not require approval by the Committee.

AWNINGS: Retractable awnings must match and/or complement the color and style of the home and be a size that is appropriately proportional to the home. No fixed awnings will be permitted. Awnings may only be used in the back of the home, never the front or the sides of the home. Approved awnings are allowed to be open only during the period of April 1 through October 31t. Awnings must be kept in good repair at all times with no rips or tears. Mechanical failures that prevent complete retraction will be in violation. Awnings shall be kept out of sight from November 1t through March 31t. All awning additions must be approved in advance by the Committee. **NEIGHBOR ACKNOWLEDGEMENT REQUIRED.**

BACKYARDS: Back yards must be maintained within the same guidelines/regulations of the Paragraph of this document titled **EXTERIOR APPEARANCE/MAINTENANCE GUIDELINES**. In addition, it is not permissible to have a dirt back yard or a back yard overran with weeds/trash even if it is fenced in.

BASKETBALL HOOPS: See Recreational Play Equipment

BUSINESS OR TRADE: No business, trade, or profession of any kind or nature shall be carried on or practiced in any residential structure without the expressed written consent of the Board. This is especially true of any business or trade that requires the delivery of Inventory/Parts/Equipment via delivery trucks such as FEDEX, UPS, etc. These trucks bring heavy vehicle traffic into the neighborhood that normally would not happen. Washing/high-pressure cleaning of commercial vehicles within ManorGate is prohibited. A letter may be sent to the Board of Directors via the Management Company asking for their written consent to operate any business in the Association that is seen by others or the result is seen by others.

CHARGING STATIONS: SEE ELECTRIC CHARGING STATIONS/CABLES

CHIMNEYS AND METAL FLUES: Chimneys and metal flues must either be masonry, stainless steel, painted black, or enclosed in the same finish material as the exterior of the home to which they are attached. Changes, repairs to chimneys, and flue ducts meeting the requirements cited above do not require approval by the Committee. Chimney caps that are rusted may be sited and have to be replaced with stainless steel caps.

CLOTHESLINES: Clotheslines or similar apparatus for the exterior drying of clothes are prohibited. Refer to Declaration of Covenants, Conditions, and Restrictions, Green Trails, of August 1986, Article VII, Section 12 for more information on clotheslines.

DECKS AND GAZEBOS: All proposed decks, deck roofs, pergolas, slat roofs, canopies, and gazebos must be approved in advance by the Committee. Homeowners are encouraged to consider the following variables for a proposed deck, pergola, and/or gazebo:

1. Location: A deck pergola, canopy, and/or gazebo should be located in the rear yard. Specific locations will be evaluated on their individual merit.
2. Scale: The scale of all shall be compatible with the scale of the house as cited on the property. Decks, particularly elevated decks, shall be on a scale and style that are compatible with the home to which they are attached, adjacent homes and the environmental surroundings, and up to, but no more than, 50% of the remaining property. When submitting the request for modification form, it is imperative that you specify if it is to be an upper-level or ground-level deck.
3. Color: Decks and gazebos should be made from wood or wood-like materials (e.g., Trex decking) and may be left to age and weather naturally. Decks and gazebos that are painted or stained shall generally match the trim or dominant color of the applicant's house. Natural wood-colored stains will be considered.
4. Redwood stains/paints will not be approved. With specific approval by the ARC, White decks for townhouses' may be allowed. NEIGHBOR ACKNOWLEDGMENT REQUIRED.
5. Storage Under Decks: The use of decorative screening or landscaping to minimize any adverse visual impact on neighboring homes from storage under an elevated deck shall be required. NEIGHBOR ACKNOWLEDGMENT REQUIRED.

DOG HOUSES AND DOG RUNS: Dog houses are only permitted in homes with at least a five-foot fence in the backyard. Dog houses shall be located where they are visually unobtrusive to neighboring homes. The use of appropriate screening may be required by the Committee in order to minimize any negative visual impact. Dog runs are prohibited.

DOORS AND WINDOWS: Storm doors shall be full view (no solid panels) with clear, uncolored glass, and may contain a single support bar or self-storing storm door. Doors shall be white, beige, the color of the trim, or the same color as the entry door behind them. All storm doors require advance approval by the Committee, and the application shall include a picture or accurate drawing of the proposed door.

Storm and screen windows must be painted white or match the trim of the house. No plastic covering will be permitted on the outside of doors or windows. Installation of windows with a different style other than what already exists or is provided by the builder requires advance approval by the Committee. The use of interior shading (gray to black) film on sun-facing windows requires advance approval from the Committee.

DRIVEWAYS: Driveway extensions or additions must be approved in advance by the Committee. Extensions and additions to driveways will be considered for approval only after a thorough investigation of the impact on adjoining properties is completed. Like materials shall be used. Upgraded materials (brick, stone, pavers) will be considered. **NEIGHBOR ACKNOWLEDGEMENT REQUIRED.**

Pipe-stem driveways are privately owned and maintained by the lot owner(s). Purchasers of pipe-stem lots automatically assume an obligation for maintenance, upkeep, rebuild, and repair of the pipe-stem driveway.

Parking of cars in driveways for the purpose of storage or evading licensing or safety inspections is not allowed. Inoperable cars parked in Driveways may not be for extended periods (3 weeks), nor may cars be left on jacks or blocks for periods exceeding 72 hours. Driveways will not be utilized as storage areas for any materials or supplies.

Driveway lighting: Must be encased in the driveway or in the ground next to a driveway. No temporary lighting is allowed next to a driveway.

Automobile/Motorcycle/Trailer Maintenance in Driveways or Street in front of homes is detrimental to the exterior appearance of homes. No maintenance of vehicles that requires more than one day of effort is permitted. No maintenance or cleaning of commercial vehicles is permitted on driveways or in the streets. Driveways that are badly stained by vehicles must be cleaned or painted gray/silver gray.

ELECTRIC CHARGING STATIONS/CABLES Automobiles and equipment that requires charging may be charged in the garage or driveway. Running of cables from the home to the parking spot is allowed but only for the duration of the charge, Homes with garages must store the charging cable in the garage. Vehicle owners in homes without garages must store the cable inside. For safety and security reasons, when charging, the cable must be as flat as possible to avoid tripping. Vehicle owners are responsible for any damage or injury as a result of a charging station cable laying on the ground.

EXTERIOR AIR CONDITIONERS: Individual air conditioning units extending from windows are prohibited. The addition or relocation of exterior air conditioning or heating units must be approved in advance by the Committee.

EXTERIOR APPEARANCE/MAINTENANCE GUIDELINES: Property ownership includes the responsibility for the maintenance of all structures and grounds, which are a part of the Lot. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety.

1) Residents are responsible for maintaining the exterior of their dwellings, structures, fences, trees, shrubbery, and grounds.

2) All lawn areas (front, back, side) shall be kept neat and mowed and shall not be permitted to grow beyond a height of six (6) inches. Dead plants and trees shall be promptly removed and lawns shall be free of dead or bare areas in order to prevent soil erosion. Trees and shrubbery shall be kept trimmed to maintain safety and a neat appearance. Trees and shrubbery shall be maintained so they will not obstruct sight lines for vehicular traffic.

3) The Green Trails Homeowners Association wants to encourage its members to enhance their properties with appropriate landscaping. Not only does this increase the value of individual homes, but it also reflects nicely on the neighborhood and, in turn, increases the values of neighboring homes.

a. It is essential that all landscaping be initially planted to ensure that future growth will remain within the confines of the individual homeowner's property lines. Invasive plants such as bamboo and ivy can intrude into neighbor's yards as well as into common areas.

b. Any homeowner of a property that has invasive plants will be responsible for maintaining those plants and ensuring that they don't spread beyond his/her property lines. Should the plants spread onto neighbors' yards and/or onto common ground, the owner of the property where the plants originate will be responsible for all costs associated with removing them from neighbors' property and/or common ground.

4) Peeling or excessive fading of exterior paint will be cited as an architectural violation, as well as severely dented or unattached aluminum siding, gutters, or shutters. Exterior items that are broken, deteriorating, or missing parts are also subject to a violation citation.

5) Algae/moss growth on siding must be kept clean. It is normally seen on North facing sides of homes and can be cleaned by power washing or use of products such as "WET & FORGET". Homeowners should maintain their roofs free of algae streaking and gutters, soffits, fascia boards free of black stains. As a rule, siding may not be painted. Replacement of damaged siding is always the answer.

6) No storage of bicycles, trash or trash cans, barbecue grills, snow shovels, tires, work tools, boxes, building supplies, etc. in the front yard or side yard (if unfenced), or on driveways, is permitted. Homes with yards facing a public road, if unfenced, shall shelter stored items.

7) Flowerpots/flower tubs/planters-In general are allowed in front, rear, and side yards. Flower pots are allowed on the edges of the driveway or between the garage doors but are not allowed on the driveway properly. Small numbers of flower pots are allowed when tastefully arranged so as to not

overwhelm the driveway. Placement of flower pots between townhome driveways must be agreed upon by both homeowners.

a. Refer to Article VII, Section 6 of the Declaration of Covenants, Conditions, and Restrictions for more information on property appearance and maintenance.

8) Gutter Drains- Pipe drains off of gutters must be trenched underground and in general to the rear of one's property. Drains will at no time drain onto an adjoining property. Drainpipe hoses are not allowed on top of the mulch or lawns.

EXTERIOR LIGHTING: Any replacement of exterior lighting or additional fixtures must be compatible with the applicant's home. No application is required if the proposed lighting falls within these guidelines. However, the addition of a lamppost does require advance approval by the Committee.

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

Decorative holiday seasonal lighting, e.g., Christmas lighting, may only be installed during the holiday season and at the holiday season's conclusion, must be removed.

Refer to Article VII, Section 3 of the Declaration of Covenants, Conditions, and Restrictions for more information on exterior lighting. NEIGHBOR ACKNOWLEDGEMENT REQUIRED

EXTERIOR PAINTING: An application is not required in order to repaint or re-stain a home or exterior improvement to match the home's original color. All exterior color changes must be approved in advance by the Committee. This requirement applies to siding, doors, shutters, garage doors, trim, roofing, and other appurtenant structures. Due to the many different paint companies and a myriad of colors available that are near to what was selected by the original developer, when you have decided on your color for any of the above listed exterior areas, take a picture of the selected color and include it and the name of the paint in your electronic or paper submission to the Management Agency. Colors not a member of the "earth tone" family will not be looked on favorably by the ARC. As a general rule, siding may not be painted.

Refer to Article VII, Section 13 of the Declaration of Covenants, Conditions, and Restrictions for more information on exterior painting.

FENCES: All fences must be approved in advance by the Committee. Fences will be reviewed on a case-by-case basis. Consideration will be given to lot size, type of dwelling, location, materials, and neighboring fences when reviewing applications. Stockade fences, latticework, chain links, and other galvanized material fencing are prohibited, only natural color wood shall be used and the unfinished side of the fence (showing the posts and other supporting members) shall be facing the interior of the Lot on which the fence is erected. Fence height will generally be restricted to a maximum of six feet. A fence should generally begin at or behind the midpoint of the home. It cannot start forward of the midpoint except for approved locations by the Committee based on building structure.

Temporary fencing of string, tape, or other similar materials shall not be used for more than two weeks unless approval was received in advance by the committee.

Gates must match the fencing in design, material, height, and natural color. If the ground slopes, the fence shall be parallel to the ground. No part of the fence may be installed on common ground, which is the property of the Association.

If two adjacent homeowners build fences on their Lots, with one or both fences built inside their property line which would result in an alley being created between the two fences, the last owner constructing the fence will be responsible for installing a false front on the fence to close the alley.

Fences must be maintained by the homeowners. This includes structural and visual maintenance. Fences facing public streets may require homeowners to power wash clean their fences if they become too weathered. THIS LONG-STANDING RULE WILL BE ENFORCED IN 2022

Townhouse fences shall be built using the same height, style, and materials as the builder installed. NEIGHBOR ACKNOWLEDGEMENT IS REQUIRED FOR ALL FENCES

FIREWOOD: Firewood shall be kept neatly stacked and shall be located to the rear of the home in such a manner as to avoid any adverse visual impact on neighboring homes. Screening may be required in certain cases.

FLAGPOLES: The installation of permanent, free-standing flagpoles must be approved in advance by the Committee. Any permanent, free-standing flagpole must be installed and maintained in a vertical position. The height, color, and location of the flagpole must be consistent with the size of the property and the scale and design qualities of the home. A temporary flagpole staff does not exceed six feet in length and is attached at an incline to the wall or entrance area of the home does not require approval by the Committee.

GREENHOUSES: The installation of greenhouses must be approved in advance by the Committee. An attached greenhouse shall be characterized as an addition to a home and must meet the following criteria to be approved:

- 1) They must be attached to the rear of the home.
- 2) The size and design must be architecturally compatible with the home and neighboring homes.
- 3) Any adverse visual impact on neighboring homes must be minimized as much as possible.
- 4) Greenhouses shall not be used for commercial purposes. NEIGHBOR ACKNOWLEDGEMENT REQUIRED.

GRILLS: All barbecue grills must be placed in the rear yard of the home away from adjacent property lines. Permanent grills require ARC approval.

HAZARDOUS WASTE DISPOSAL: The dumping or disposal of oil, grease, or any other chemical, residual substance, or particles from holding tanks of any type is not permitted on the property. Disposal must also conform to environmental regulations.

HOT TUBS AND SPAS: Installation of exterior hot tubs and spas must be approved in advance by the Committee. Exterior hot tubs and spas must be located in the rear yard adjacent to the home. The incorporation of hot tubs as a feature of decks and patios is permitted. The exterior finish of an elevated hot tub or spa shall blend with the exterior finish of the home, deck, or patio to which it is attached or

most closely related. All hot tubs and spas require an application. NEIGHBOR ACKNOWLEDGEMENT REQUIRED

LANDSCAPING: All new major landscaping must be approved in advance by the Committee. The new landscaping must be compatible with the neighboring homes. The replacement of like kind and size plant material is permitted without approval. Major landscaping is defined as any planting or change in the ground cover which would include fifty (50) percent or more of the front of your Lot or if the specific landscape modification is listed below. Landscaping is also defined as any addition of permanent decorative objects to the front yard, either man-made or natural, which are not part of the original construction design. Decorative objects will be reviewed on an individual basis, based upon the potential negative visual impact on the surrounding area. Holiday seasonal objects (such as Christmas wreaths) are not included in this category. However, holiday seasonal objects must be removed at the conclusion of the holiday season.

All single-family, detached homes must have a tree located in the front yard. No live trees in the front yard with a diameter in excess of six (6) inches, measured 24 inches above the ground or marked "no cut", may be removed without the prior approval of the Committee. If a front yard tree is removed for any reason in a single-family, detached home, a replacement tree must be replanted within six months of removal. No stumps from old trees are permitted. Stump removal must be accomplished within 2 months of a tree falling down or cutting down.

All homes having lots that have side or corner lots that face public streets must maintain these in the same criteria as required for a front yard in these guidelines/requirements.

No trimming or removal of trees or flora from Association property is permitted without prior approval from the Board of Directors.

Refer to Article VII, Section 8 of the Declaration of Covenants, Conditions, and Restrictions for more information on landscaping and tree removal.

LEASES: Homeowners may lease their units but should recognize that the owner is responsible for the actions of his or her tenant(s) and may be held accountable by the Association for violations of the rules and/or damage to the common area. In conjunction with this, it is very important that the owner provide the tenant with a copy of the rules and carefully explain the need to abide by those rules.

LEAVES: See Tree Leaves

MAILBOXES: Mailboxes shall be of a standard size within a neighborhood. Since mailboxes are a highly visible item in the community, they shall be maintained so as not to present an eye-sore and detract from the overall appearance of the street.

PAINT: SEE EXTERIOR PAINTING

PATIOS: All patio construction or additions must be approved in advance by the Committee. Patios should generally be located in rear yards. Any adverse drainage requirements, which might result from the construction of a patio shall be considered and remedied.

RAIN BARRELS: Green Trails HOA supports environmental conservation efforts that are beneficial to the planet and don't detract from the health, safety, and appearance of the community. One such effort is

water conservation in the form of rain barrels. Rain barrels are allowed by the Association under the following conditions:

- 1) The maximum number of rain barrels allowed per home is 2.
- 2) All rain barrels must be located in the back yard or in the side yard behind the peak of the home's roofline. No rain barrels are allowed in the front yard.
- 3) All rain barrels must match the color of the home's siding or trim in order for them to be as inconspicuous as possible.
- 4) Each barrel may be no wider than 24" and no taller than 44" with a capacity of no more than 60 gallons.
- 5) All rain barrels must be capped with fiberglass screens that allow water in but prevent mosquitoes from getting into the barrel to lay their eggs.
- 6) All rain barrels must be maintained:
 - a. for appearance
 - b. to prevent mosquitoes
 - c. for the safety of children
 - d. for runoff that could damage neighbors' yards
- 7) Additional information on rain barrels can be obtained on the Fairfax County website: <http://www.fairfaxcounty.gov/nvswcd/rbaccessories.pdf>

RECREATIONAL AND PLAY EQUIPMENT: Recreational and play equipment shall be unobtrusive to neighbors and shall comply with the following regulations:

- 1) The equipment shall be located in the rear yard. Lawn and beach chairs are not permitted in the front yard or porch.
- 2) The equipment shall be compatible with the Lot size. Screening may be required to minimize any visual impact on the neighboring homes.
- 3) Equipment constructed of wood and left in a natural condition to weather is encouraged.
- 4) Equipment must be properly maintained.
- 5) Permanent and Portable/Moveable Basketball backboards require approval in advance by the Committee and the application must have the signed acknowledgment from all adjacent property owners. The applicant must agree in writing to restrict playing times to those specified in the Fairfax County Public Facilities Manual (Currently 8:PM to 8:AM no basketball allowed) "Portable/Moveable" Basketball assemblies are not intended to be left in place. If approved, you must document in your application how you intend to move the assembly when the weather does not permit its use. Homeowners are encouraged to consider permanent poles/hoops to prevent having to take down or move the Portable assembly.

Furthermore, the Public Facilities Manual specifies that basketball backboards must be set a minimum of 15 feet from the property line and 12 feet from side property lines (Public Facilities Manual 8-0300; 2-0209.1; 2-0209.1L).

ROOFS: An application is not required in order to re-roof a home if the shingle style and color match the home's original color. Alterations or modifications (including replacement) shall generally conform to be in a state of harmony with roofs existing on other properties in the area. All roof shingle style and color changes must be approved in advance by the committee.

SATELLITE DISHS: These dishes should be as small as possible and located at the rear of the roof if possible. All homes are limited to one dish per home. All dish locations at the front of a home must be approved in advance by the ARC.

SECURITY BARS: The installation of security bars on any exterior portion of the home is prohibited. Security bars may be installed on the interior portion of a home. Security bars installed inside the home must never be visible from the street and adjoining homes

SHEDS: SEE STORAGE SHEDS

SHUTTERS OF FRONTS OF HOMES: Homeowners must maintain shutters on the front of their homes in good condition and within the color guidelines of the Association. Shutter removal must have the approval of the Architectural Review Committee and will generally be viewed as not allowable.

SIDEWALKS AND PATHWAYS: Any proposed modification in this area requires advance approval by the Committee. Stone, brick, concrete, or similar durable construction material shall be used for sidewalks and pathways. The scale, location, and design shall be compatible with the Lot, home, and surroundings.

The grass strip between the sidewalk and street is not the property of the Lot owner. However, each Lot owner is encouraged to maintain this area to the same extent that you would maintain your own property. Neither the State nor County clears snow and ice from public sidewalks. Homeowners should, as soon as feasible, clear snow and ice off the sidewalks in front and on the side of their property. Homeowners should be aware that allowing grass/weeds to grow in the cracks on driveways/sidewalks/curb to asphalt is damaging to both concrete and asphalt and should be cleared. Street storm drains in front of your property should be maintained weed and grass-free.

SIGNS: A temporary (not illuminated) sign, not to exceed five (5) square feet in area, advertising a home for sale or rent may be displayed on a lot. Real estate directional signs may be placed on the common area between 9:00 p.m. Friday and 9:00 p.m. Sunday. Any directional signs placed on the common area in violation of the above-stated time period may be removed and disposed of by the Association.

No signs, advertisements, or messages other than for purposes of identification shall be displayed on the Lot which offers or imply commercial or professional products or services, or which may constitute any other kind of business solicitation in or from any residence or residential property without the written approval of the Board.

Political signs may only be displayed no earlier than 30 days prior to an election and must be removed no later than one week after the election. Campaign signs may only be displayed in the front yard or in a window of the home. Campaign signs shall not be wider than 18 inches or taller than 12 inches. No more than one campaign sign shall be displayed on any given lot.

If a vendor sign is posted while work is being accomplished on a home, the sign(s) must be removed within 5 days of the completion of the work. Security signs shall not exceed 64 square inches and no more than one may be located on a Lot. Approval by the Committee is not required.

Refer to Article VII, Section 11 of the Declaration of Covenants, Conditions, and Restrictions for more information on signs.

SOLAR PANELS: Solar panels are allowed. However, the location must be reviewed and approved by the ARC. Location and placement will be allowed as required for the homeowner to install a system that is up to and within the limitations of the current net metering code.

In general, solar collectors (AKA panels) shall be selected, located, and installed to minimize their appearance on the house, the visibility from neighboring properties, and the street. The design, color, configuration, and location of the proposed solar collectors must be compatible with the architecture of the house.

Specific Guidelines

- Roof-mounted solar collectors shall be the preferred installation type.
- For roof installations, the solar collectors shall have a low profile and be parallel with the roof ridge and edges.
- For roof installations, all framing, piping, control devices and wiring must be painted a dark color or the color of the roof.
- Ground-mounted solar collectors shall be as small as possible, while still meeting the homeowner's energy requirements.
- Ground-mounted solar collectors shall be in the rear and inside the side plane of the house.
- Ground-mounted solar collectors shall be properly screened from neighboring properties by landscaping.

Submission Requirements

- A copy of the existing site plan showing the house and any auxiliary structures, significant vegetation, property lines, and the location of the proposed solar collectors.
- A drawing or photographs showing the proposed location and orientation of the solar collectors, as well as a description of any visible auxiliary equipment.
- Catalog photographs or manufacturer's "cut sheets" of all components including dimensions, colors, materials, etc.
- Plans of proposed landscaping or screening for ground-mounted collectors. All installation applications shall be reviewed on a case-by-case basis. **NEIGHBOR ACKNOWLEDGEMENT REQUIRED**

STORAGE SHEDS: All storage sheds require advance approval by the Committee. A shed for a townhouse shall not be more than 6x8 in size, and for townhomes and single-family dwellings, they shall be no more than 8x8. The color and material for all sheds should match the home's existing siding or trim. The size,

materials, and location of the shed shall be compatible with the architectural qualities of the home and neighboring homes and will be considered during the review process by the ARC. As with other exterior additions or modifications, storage sheds must be properly maintained in good condition. NEIGHBOR ACKNOWLEDGEMENT REQUIRED

STORM DOORS AND WINDOWS: See "Doors and Windows."

STREET DRAINS: See Sidewalks and Pathways

SWIMMING POOLS: Installation of swimming pools requires advance approval of the Committee and the County. Only in-ground swimming pools will be approved. A pool must be located in the rear yard. Pool filtration equipment shall be shielded from adjacent properties through the use of mature shrubbery, fencing, or lattice screening of appropriate size and scale. Homeowners building pools should be cognizant of the "noise factor" of people playing in their pool and how it affects their neighbors' use of their backyards. NEIGHBOR ACKNOWLEDGEMENT REQUIRED.

TOWNHOMES ON CREEK RUN DRIVE ARCHES: SEE ARCHES

TRASH and RECYCLE CAN STOWAGE: Trash and Recycle cans will normally be stowed in covered containers in the rear of the home. There may be exceptional cases where stowage in an enclosed or decorative enclosure on the side of the house may be allowed but prior approval by the Architectural Review Committee is required. NEIGHBOR ACKNOWLEDGEMENT REQUIRED

TRASH REMOVAL: All Trash and Recycle Cans must be placed in a covered container in the rear of the home until trash collection days, at which time the covered container may be placed on the curb for removal. Oversized items that will not fit into a covered container are exempt from the container requirement and may be placed on the curb for removal alongside your covered container. Branches will not be picked up if over 4' long and all branches must be bundled together or placed in a trash container for the trash removal company to pick them up. Trash and Recycle containers or bags containing biodegradable yard materials/items shall not be placed on the curb until dusk on the day before picking up is scheduled. Trash bags that contain anything other than biodegradable grass or yard work products shall not be placed on the curb. They must be in the Trash Can provided to each homeowner.

Residents who require discarding of household appliances such as stoves/dishwashers/refrigerators must call the Trash Pickup provider at least two days in advance to arrange for pick up. This is a free service included in the contract between the Homeowners Association and the Trash Company. Please check with the Trash provider regarding your specific items to be picked up. Some household items may cost the homeowner to have them picked up.

Refer to Article VII, Section 6 of the Declaration of Covenants, Conditions, and Restrictions for more information on trash removal.

TREE LEAVES: Homeowners are required to maintain their street-facing yards free of leaves. This is not a rule intended to be enforced down to the single leaf but requires reason on the homeowners' part to keep our community appearance enhanced. Leaves from street-facing yards are not to be swept/blown into the street and left. Leaves are not to be blown into the storm drains.

TREE REMOVAL: SEE LANDSCAPING

VEGETABLE GARDENS: Vegetable and fruit gardens must be located in the rear of the property and cannot be greater in size than one-fourth the size of the overall rear property. Homeowners may be required to provide natural or man-made screening to minimize the negative impact on adjacent homeowners. Gardens shall not adversely impact or damage neighboring properties in terms of weed growth, unsightliness, adverse drainage, etc. All dead plants and other supporting garden-related items (such as cages, stakes, etc.) must be promptly removed when the garden ceases to be productive for the season.

WINDOWS: See Doors and Windows

VEHICLE RULES- ManorGate is a Fairfax County Community Parking District (5). This designation allows for private passenger cars, private pickup trucks, and other light-duty private vehicles to be parked in driveways and on public streets. No large motor vehicles (trucks), watercraft, boat trailers, motor homes, trailers, or other similar items shall be parked overnight on the streets of ManorGate or parked upon or adjacent to any Lot, Driveway, or on any portion of the common areas.

No unlicensed or licensed vehicles, including but not limited to motorized bicycles, mini-bikes, go-carts, etc., shall be operated on any common area. Vehicles cannot be parked in common areas. All vehicles shall display current licenses and other required registration and safety inspection permits and decals and shall be maintained in a proper operating condition so as not to be a hazard or nuisance due to noise, exhaust emissions, or fluid leakage.

Commercially owned vehicles- Commercial Vehicles are prohibited from parking anywhere in the development's residential streets except in an owner's private garage. Commercial vehicles shall not be deemed to include pickup trucks and other light duty vehicles with commercial markings and any vehicle operated by a public agency.