

## Architectural Guidelines

All homeowners and residents benefit from the planning and design that have been an important part of the development of our community. The purpose of design controls is to assure homeowners and residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment.

This document is designed to address exterior alterations or structural changes made by homeowners to their property (land and structures) as set forth in the Architectural Guidelines, Declaration of Covenants, Conditions, and Restrictions, Association By-Laws, and Disclosure Documents of the Second Cardinal Glen Homeowners Association and Resolutions of the HOA Board of Directors.

The authority for maintaining the quality of design in the community is founded in the Architectural Guidelines and Association By-laws, which are a part of the deed to every property. The covenants establish the Architectural Review Committee. As a homeowner, by at least initial or subsequent resale settlement, you should have received copies of the Disclosure Documents, Architectural Guidelines, Declaration of Covenants, Conditions, and Restrictions (CC&R), and Association By-Laws which establish the Second Cardinal Glen Homeowners Association, in the homeowners' document package. Sellers are required by Virginia law to provide a copy of all home ownership documents to the buyer. (Copies can be purchased from National Realty Partners.) These covenants and restrictions are binding on all homeowners. As a result, these covenants and all other homeowner documents should be read and fully understood by each homeowner.

These guidelines may be modified or changed by the Board of Directors in accordance with the Architectural Review Committee (ARC) whenever sufficient evidence is presented to warrant a re-evaluation, or whenever specific circumstances demonstrate the necessity of reconsidering a previously established position. Appropriate actions will be taken to notify all homeowners and tenants in the event of any modification or addition to the Architectural Guidelines.

Any condition or material not defined within these rules and guidelines shall become a matter of judgment on the part of the Architectural Review Committee unless described in the CC&R's. See the CC&R's for general use restrictions.

**Architectural Review Committee:** The ARC, composed of residents from throughout the community, assists the residents, homeowners, and the Board of Directors in their tasks, and provides a broad spectrum of community opinions on the need for additional and/or revisions to current Guidelines. The ARC applies standards and interprets guidelines for exterior modifications to Second Cardinal Glen properties, processes applications for those modifications, maintains records of approved modifications, and monitors compliance with the standards and guidelines. The ARC is appointed by the Board of Directors.

**Effective Date:** (12/2015) These Guidelines take effect on December 15, 2015, and supersede all other Architectural Guidelines. Projects that were approved prior to this date, or items that were in compliance under the previous Guidelines, may remain until the item needs repair or replacement. At that time, items must be brought into compliance with these Guidelines.

## I. GENERAL REQUIREMENTS

### A. RESPONSIBILITIES

1. It is each Owner's sole responsibility to inform their Tenants of all rules and regulations. The Owner is also responsible for any and all damage caused by their Tenants.
2. Anyone wishing to report an alleged violation of the Architectural Guidelines may do so by contacting The Second Cardinal Glen Homeowner's Association. Violations should be reported in writing. The identity of the person reporting the violation will not be disclosed to the Owner involved.
3. Failure by the Association to enforce any architectural covenant or guideline in the past will in no event be deemed an indication or obligation to do so thereafter.
4. All plans, specifications, and any work to the unit or Lot must conform to the requirements of the Declaration of Covenants, Conditions and Restrictions (CC&R) and the Architectural Guidelines. It shall not be the obligation of the ARC to determine if plans, specifications or any work comply with any governmental law, ordinance or regulation, including but not limited to applicable laws regarding building permits, building codes and standard or safety regulations. All applicants must comply with such laws, ordinances and regulations, in addition to the Declaration of Covenants, Conditions and Restrictions and these Architectural Guidelines. The Architectural Review Committee shall have no responsibility to determine the structural adequacy of any plans submitted for approval.

### B. APPLICATION PROCEDURE AND REQUIREMENTS

1. Generally, all exterior alterations require the approval of the Architectural Review Committee as stated in Article VII of the Declaration of Covenants, Conditions and Restrictions. Approval is required for all exterior changes that are visible from the common area. This includes elevated decks. Architectural changes to the exterior rear of an owner's property that are within the fence line, and not visible from the common area (e.g. Patios, ground level decks, etc.) do not require an application. Exceptions are noted when applicable in the Specific Building Guidelines, Section III.
2. The Architectural Review Committee evaluates all Applications on the individual merits of each submission. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. What may be an acceptable structural change or design of an exterior in one instance, may not be for another. Replacement of existing structures still requires approval by the ARC. For example, an Owner who wishes to construct a deck identical to an existing deck is still required to submit an Application.
3. Owners wishing to apply for permission to make an exterior alteration may submit their applications in one of two ways: using the P.O. Box established for the Board of Directors, or via e-mail. Requests must be made in writing: no verbal approval will be granted. Application forms are available on the Second Cardinal Glen website,

[www.secondcardinalglen.org](http://www.secondcardinalglen.org). Owners should download the application, complete the required fields, and send the application to the following address:

Alternatively, applications may also be scanned, with original handwritten signatures, and included in an attachment, sent to the e-mail address:

[eastcoastmgmt@aol.com](mailto:eastcoastmgmt@aol.com)

4. The Architectural Review Committee may request any additional information, plans and details as it reasonably sees fit to adequately review the request for approval. Approval must be obtained prior to the commencement of any work.
5. Any Application which outlines a proposal deemed to have a detrimental effect on the neighboring properties or the community of Second Cardinal Glen will be denied.
6. The applicant must obtain the signatures of three neighbors (i.e. directly on each side of the unit, or the three closest units to them in the case of an end unit). This is to notify residents who may be directly affected by the work being performed.
7. Within thirty (30) days of receipts of plans for approval which comply with the above rules, the Architectural Review Committee shall review the plans and shall grant written approval, written denial, or a written request for additional information or clarification of information submitted. Any plans submitted which do not comply with these rules may be rejected by the Architectural Review Committee. Such rejection shall be accompanied by a statement of what deficiencies must be corrected prior to formal review by the Architectural Review Committee.
8. An Application should include (as applicable):
  - a. A plot plan, plat, site plan, or reasonable facsimile showing the location of the proposed alteration(s) or addition(s), the existing building(s), and property lines with the required minimum set back lines.
  - b. Detailed construction drawings to scale, including a full view of the addition(s), with elevations, as it will look attached to the existing structure. A view of the entire structure may be necessary to help determine balance.
  - c. Drawings or photographs showing the existing conditions before the proposed changes.
  - d. Samples of colors and materials, if different from existing buildings.
  - e. A landscape plan and plant schedule.
  - f. Perspective drawings for complex projects.
9. Every Application should state the estimated amount of time needed to complete the project once it has commenced (i.e., 1 day, 1 week, 3 weeks, etc.). If the Application does not provide an estimated time for completion, or if the amount of time indicated is deemed excessive, the ARC /Board of Directors will provide a timeframe for completion. Once construction has begun, it must be completed within the timeframe approved on the Application, unless such completion is impossible or highly impractical due to strikes, fires, national emergencies, or natural calamities. Should the applicant not be able to complete the project within the timeframe permitted, it is the responsibility of the applicant to contact the ARC / Board of Directors and request an extension.

12. If a proposal is rejected by the ARC/Board of Directors, the applicant may submit new or additional information in writing, or may request to appear personally before the Board of Directors to present new or additional information which might clarify the request or demonstrate its acceptability. A new 30 (thirty) day time period will begin at the receipt of this written information. Any decision the Board of Directors makes at the appeal is final.

**C. APPEAL PROCESS**

1. To appeal, the Owner must send a written notice to the Board of Directors within 30 days of receipt of the letter of disapproval. The appeal shall reference the decision on the architectural request and shall state:
  - a. The basis of the appeal as specifically as possible;
  - b. Whether he/she desires an oral hearing or whether the appeal will be submitted in writing and;
  - c. If an oral hearing is requested the names, addresses, and phone numbers of any person(s) he/she wishes to attend such a hearing.
2. Any Owner who has requested an oral hearing shall be entitled to bring to that hearing any person(s) to serve in whatever capacity and for whatever purpose desired. Such Owner may, if so desired, appear in person but reserve the right to be represented by any designated person. Within fifteen (15) days of receipt of notice of any appeal which requests an oral hearing, the Board of Directors shall, in writing, notify the Owner of the time and place of the hearing. The oral hearing must be held within thirty (30) days of receipt of the notice of appeal.
3. Within fifteen (15) days from the close of the oral hearing or within thirty (30) days of receipt of the notice of appeal, in the event such notice does not request a hearing, the Board of Directors shall, in writing, notify the Owner of the decision on the appeal.
4. The decision of the Board of Directors is final and further appeal may not be made

**D. FAILURE TO COMPLY WITH THE COVENANTS**

1. If work is commenced or completed without Architectural Committee approval, the Committee may require the homeowner to submit plans for approval and approve or disapprove the plans notwithstanding the fact that work has commenced prior to Architectural Committee approval. If plans submitted for approval are found to be in violation of the CC&R's, these rules or otherwise by the Architectural Committee or the owner fails to submit plans as requested by the Architectural Committee, the following will apply. Within thirty (30) days after the date of written request from the Architectural Committee, the Architectural Committee shall then set a date on which a hearing will be held before the Committee.
2. In the event the Architectural Review Committee receives a complaint that work has been commenced or completed without Architectural Review Committee approval, the following actions will be taken:
  - a. The ARC will make an investigation to verify the complaint is accurate.
  - b. The ARC will make a determination whether such construction is in violation of the CC&R's, including failure to obtain ARC approval.
  - c. If a determination of violation of the CC&R's is made by the ARC, the Committee will notify the Owner in writing of the violation and request that the violation be remedied.

d. If, within thirty (30) days from the date of notice violation, the Owner fails to remedy the non-compliance, the ARC shall set a date on which a hearing will be held before the Board of Directors.

e. In the event an owner of any Lot in the Properties shall fail to maintain the premises and the improvements situated thereon in a manner satisfactory to the Board of Directors, the Association, after approval by two-thirds (2/3) vote of the Board of Directors, shall have the right, through its agents and employees, to enter upon said parcel and to repair, maintain and restore the Lot and the exterior of the buildings and any other improvements thereon. The cost of such exterior maintenance shall be added to and become part of the assessment to which such Lot is subject.

**E. FAIRFAX COUNTY BUILDING AND WORK PERMITS**

1. Approval of any project by the ARC does not waive the requirement to obtain County permits. All additions, modifications, and/or changes are subject to all regulations as established by the Virginia Uniform Statewide Building Code and Fairfax County Ordinances. It is the responsibility of the homeowner to obtain the necessary permits.
2. Obtaining a County permit does not waive the need for approval by the ARC. The building permit number must be reported to the ARC before construction begins and the permit must be displayed during construction.
3. The permit holder (Owner or builder) is responsible for arranging County inspections.
4. It is State Law that Miss Utility must be called two (2) business days before ANY digging is performed. Call 1-800-257-7777; this is a free service.

**II. GENERAL MAINTAINENCE**

**A. CONDITIONS FOR ARCHITECTURAL CONTROL**

1. Each Owner of a Lot shall be responsible for maintenance of their Lot and improvements to the Lot and unit, including the equipment and fixtures therein, exterior and shared walls, fences, the roof, and the windows and doors, in a first class, clean, sanitary, workable and attractive condition. Each Owner shall also be responsible for the repair, replacement, and cleaning of the exterior windows and doors of his/her Lot.
2. Each Owner shall also be responsible for cleaning and maintaining any exclusive easements to his/her Lot over the Common Area. Owners are responsible for the total treatment and repair of termites and termite damage.

**B. CONSTRUCTION AND COMPLETION : ARC REVIEW CRITERIA**

The ARC evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, consideration is given to the characteristics of the housing type and the individual site, since what may be an acceptable design of an alteration or improvement in one instance, may not be in another. Judgments of acceptable design are based on the following general criteria that represent in more specific terms the general intent of the Covenants.

1. Validity of Concept. The basic modification concept shall be sound and appropriate to its surroundings.

2. **Design Compatibility.** The modification shall be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.
3. **Materials and Color.** Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved. The color palette may be found on the website, [www.SecondCardinalGlen.org](http://www.SecondCardinalGlen.org) In general, only those areas that are painted may be repainted; only those areas that are stained may be restained; unpainted surfaces and unstained areas such as brick and privacy fences shall remain unpainted, unstained, and be repaired as necessary. Residents may not change the paint color without the approval of the ARC.
4. **Location and Impact on Neighbors.** Construction must not disturb neighbors, their yards or property, or public areas in the community. Damage to streets, drainage areas and public areas is the responsibility of the Owner. Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, common areas, homeowner property or on property owned and/or maintained by Second Cardinal Glen or within view of other homes. All rubbish, debris, and unsightly material or objects shall be removed from the lot on a timely basis and not permitted to become unsightly or offensive. The Owner is financially responsible for any trash cleanup work the HOA deems necessary to comply with this restriction. Building material, including sand and bricks, shall not be stored on streets, sidewalks, or common areas. All building material must be stored within or on the Owner's property and must either be utilized within a reasonable duration or stored out of sight from the street, neighbors, and plain view. The Owner is financially responsible for any cleanup and repair work the HOA deems necessary to comply with this restriction.
5. **Scale.** Plans must be drawn to scale, showing location and immersions of existing structures, parking areas, sidewalks and fences, as well as location and dimensions of proposed additions and/or improvements, including but not limited to patios, walkways, landscaping areas, walls and fences, decks, and enclosures. Plans shall be accompanied by a description of material and a sample of all colors proposed to be used. Plans shall include a flat plan (length by width) and an elevation plan (height).
6. **Workmanship.** All improvements to any Lot in a neighborhood shall meet minimum standards of design, material quality, and workmanship consistent with the level of quality established for the neighborhood. The exterior of each structure shall consist of materials, products, and assemblies that are harmonious with each other, consistent and supportive of the architectural style, and of the general appearance characteristics of Second Cardinal Glen and in compliance with the Covenants. All exterior finish materials and colors shall meet the requirements specified in the Covenants. An application may be submitted to the ARC / Board of Directors for consideration with product literature or any other supporting information which fully describes the material and its physical properties.
7. **Timing.** Timely completion of a project is necessary to minimize safety hazards and potential objectionable or nuisance situations. All applicants must include estimated

completion dates. Alteration authority granted by the approved application will be revoked automatically if the alteration has not been completed within 180 days of the date the application was approved. Changes to an approved modification must be approved in accordance with the Covenants, and a revised application must be submitted for approval.

### **III. SPECIFIC BUILDING GUIDELINES**

**ANTENNAES AND SATELLITE DISHES:** The preferred location for VHF, UHF and HD regular TV antennas is on the rear roof or the rear of the dwelling (except those mounted on a rear or side chimney), although federal law permits these dishes to be located elsewhere on the premises, **if this is required to receive adequate signal.** Antennas are to be maintained in good appearance, including in such manner that unsightly hanging cables and unsightly wiring are minimized. Satellite dish antennas designed to receive direct broadcast satellite service with a maximum diameter of forty (40) inches are permitted and may be placed on the rear roof or the rear of the dwelling. Alternate locations may be approved by the ARC on a case-by-case basis, again dependent upon reception. The devices must be black, silver-gray, or be painted in a color designed to blend in with the background. Satellite dishes larger than forty (40) inches in diameter are prohibited.

The Association has no obligation whatsoever to maintain common areas or any other property in order to provide or maintain unobstructed line of sight for satellite signals. Homeowners will not be permitted to cut, prune, or otherwise clear trees, shrubs or other vegetation from common areas in order to provide or maintain unobstructed line of sight for satellite signals, nor are the Lot owners allowed to clear their own property if in violation of County guidelines.

**AWNINGS, PATIO COVERS, PATIO UMBRELLAS:** The installation of awnings over windows and doors is prohibited within Second Cardinal Glen. Awnings over decks and patios within in the Association will be considered on an individual basis.

Patio umbrellas up to 8 feet in diameter are permitted

**CLOTHES DRYING:** No outside clotheslines or other outside clothes drying or airing facilities will be maintained on any lot. No clothing, laundry, or wash shall be aired or dried on any portion of the properties.

**COMMON AREAS:** Homeowners are responsible for any common area damage caused by them, or a member of their household, their tenants, their guests, or pets. This includes damage to the grass caused by sports, bicycles, other wheeled non-motorized vehicles, unapproved plantings, construction equipment, etc.

**DECKS:** Applicant must notify the neighbors and request written acknowledgement and comments about the pending construction of decks above ground level from the two adjacent neighbors/homeowners. These comments must be submitted to the ARC along with the Application for Architectural Change.

Tentative ARC and Board approval of the proposed architectural plans must be obtained before applying for the Fairfax County building permit. When the Application is submitted, the plans and plat must be identical to those which will be submitted to the County. Final approval is contingent on Fairfax County approval of the plans and on the building permit being issued. Any exterior design change must be resubmitted to ARC for final approval.

Decks must be constructed of pressure treated wood or composite lumber. Composite wood must be a wood tone. Decks are to remain entirely behind the house. Decks must be set back a minimum of 1 foot from each side lot line for all townhouses in the inside of a row. The set back on the common-wall side must be a minimum of 1 foot. The deck may be rectangular or square, with a minimum of 8 feet and a maximum of 14 feet in depth, including any stairs. Corners may be squared or angled. If angled, the corners may be cut off a maximum of 2 feet on each side.

The deck must have upright guardrails (not slanted at an angle), with a minimum height of 36 inches. There is a minimum of one 2 inch by 6 inch guardrail cap, and a maximum of two such caps. Vertical pickets may be a maximum of 2 inches by 4 inches. Stairs are optional. Privacy partitions are not permitted.

When the kitchen or dining room window is replaced with a door, if the door is wood, it must be painted to match the house trim color. If the door is vinyl, vinyl-clad or metal-clad, see section on windows.

**EXTERIOR LIGHTING:** Low voltage exterior landscape lighting does not require prior approval. Intruder-activated security lighting exceeding these specifications is permissible. No exterior lighting should be directed outside of lot boundaries. Exterior lights should remain in good repair, and be consistent with house style and décor. Naked bulbs are not permitted.

**EXTERIOR STRUCTURES:** No building, outbuilding, storage shed, kennel, tree house, pen, gazebo, fence, wall, or other structure, shall be commenced, erected, or maintained upon Second Cardinal Glen.

No storage shed approved by the Board of Directors shall exceed more than 12 inches above the top level of the fence surrounding the backyard of the unit wherein the storage shed is placed.

**FENCES:** Fences may be constructed only in side or rear yards and shall not extend into the area between the street and the front building restriction line. Fences may not obstruct sight lines for vehicular traffic. All fences must be constructed of oak, cedar, composite lumber or pressure treated wood and left unstained to weather naturally. Composite wood must be a wood tone. A clear preservative may be used on all fences. Chain link, window screen material, lattice, or galvanized metal fencing is not allowed. The following conditions require fence repair, replacement, or removal: section leaning/falling over; section loose from post; rotted boards; missing boards; significantly warped boards; missing gate; boards rotted, missing or warped in gate; gate hanging loose from post; boards stained or painted color other than natural wood. Fencing that divides/borders property lines between townhouses must be 6 feet in height.

Plantings may be placed behind fences, but are not to extend more than 2 feet beyond the exterior of the fence, and must be properly maintained. Firewood may also be neatly stacked, or placed in a firewood container. No other items, to include trash cans, trash, tools, construction materials, or dog houses are to be outside the Lot's fence line.

**FIREWOOD:** Firewood on the home owners lot shall be neatly stacked, located in the rear yard and screened from view from the street. Piles may not exceed 5' in height or 6' in length or 4' in



width. They may not contain debris or other non-firewood material. They shall not create a fire hazard.

**FLAGPOLES:** Temporary flagpole staffs which do not exceed six feet (6') in length and are attached at an incline to the front wall or pillar of the house or dwelling unit do not require ARC approval. All other types of flagpoles are prohibited.

**GUTTERS AND DOWNSPOUTS:** Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties. This requires gutters and downspouts to be kept clear of leaves and debris.

**HAND RAILS:** Members will be allowed to install front/side step black wrought iron rails, but require approval from the ARC/Board of Directors. The rails must be installed no less than 36 inches apart at the base and no less than 36 inches at the top of the steps. The ARC reserves the right to review finished installation.

**HOLIDAY DECORATIONS:** Holiday decorations are permitted to be displayed, but should not result in a noise violation, safety concern, or lighting that disturbs other neighbors. Decorations should be placed no more than 30 days in advance and subsequent to, the holiday. No roof displays are permitted. Decorations must be set back one foot from the sidewalk. Decorations that involve illumination lighting (i.e. inflatables), or emit sound that carries beyond the property, must be turned off by 9pm each evening, and turned on no earlier than 7am.

**HOUSE NUMBERS:** Missing house numbers must be replaced. House numbers must be in clear view and easily readable in case of emergency. They may not be the same color as the material on which they are mounted. Foliage obscuring the house number must be trimmed. The house number board must be properly maintained.

**LANDSCAPING DECORATIONS AND WINDOW BOXES:** Exterior decorative lawn objects such as birdbaths, small figurines, garden statues, etc., may be placed in the front yard of a residence, provided that the object is of a neutral color/material, and that the number of objects shall not exceed six (6) in number. Birdbaths cannot exceed 36 inches in height and other decorative figures or small benches shall not exceed 24 inches in height or 4 feet in length.

**LANDSCAPING, TREES, AND SHRUBS:** Homeowners are responsible for maintaining the trees and shrubs planted in front and side lawns. This responsibility includes watering, fertilizing, pruning, and replacing trees and shrubs as required. Dead trees and shrubs must be removed. Removal or grinding of tree or shrub stump to ground level is required. Special attention shall ensure that trees are pruned and trimmed so they are at least six feet above the sidewalk and do not overhang the sidewalks in front of the house, potentially causing injury to persons walking on the sidewalks. Any side plantings which are excessively overgrown, contain numerous weeds, or otherwise negatively impact the appearance of the Properties are prohibited.

Approval must be obtained for any planting in a front or side yard that will exceed six feet in height or 4 feet in width—such as bushes, trees, or large shrubs. Owners may place plantings behind the rear fences, but these plantings are not to extend more than 2 feet beyond the exterior of the fence, and must be properly maintained.

**PARGED (PARGETED) FOUNDATION WALLS:** Parged foundation walls and parged retaining walls may be painted white or the same color as the existing siding.

**PET CONTROL:** No cow, chicken, pig, hog, sheep, goat or other domestic or wild animal shall be kept or maintained on any Lot or on any portion of the Properties. Common household pets, such as dogs and cats, may be kept or maintained, provided they are not kept, bred or maintained for any commercial purpose and do not create a nuisance or annoyance to surrounding Lots or the neighborhood and are in compliance with applicable Fairfax County ordinances and must be on leashes when outside of their fenced yard. Each Owner shall be responsible for cleaning up after their pet(s), including the removal from any portion of the Properties of any droppings caused by dog(s) or other pet(s). HOA common areas are included and are not to be used as an area for pet droppings.

**REFUSE REMOVAL AND TRASH:** Proper disposal of trash is essential to the health of our residents. Consistent with the Protective Covenants and Restrictions, trash and recycling containers shall be removed from curb and placed out of sight on the same day the refuse company removes the trash. Trash and litter in the common area will have a negative effect on property values. Boxes should be cut and flattened when disposed of. **Trash and recycling shall not be placed curbside until the day of service.**

Homeowners and tenants are encouraged to pick up papers and debris from the complex when observed and to keep the front of their respective homes clean at all times. Residents are requested to pick up any blowing or leftover trash not removed by trash pickup. Trash and recycling should be securely contained within boxes or bags not affected by wind, animals, or other acts of nature or human intervention.

In cases of inclement weather or other interruptions, trash shall not be placed at the curb. Should trash or recycling not be removed from the premises for any reason, it is the responsibility of the owners to remove the trash and containers until the next service day.

If an Owner will be away for an extended period, cancel all newspapers and deliveries or request the service of a friend or neighbor to pick them up to discourage crime.

Storage of trash or recycling containers in any area outside of the home (front, side, or back) is prohibited.

**ROOFING:** New roofs shall meet minimum standards of design, material quality, and workmanship consistent with the level of quality already established in the neighborhood. An example of the color of the roof shall be provided and must blend with the existing roofs and the neighborhood.

**SIDING:** Siding materials will be considered on the basis of their quality and compatibility with approved materials in the neighborhood. Siding shall match the existing siding of the home in style, material and color. If the home's siding is to be replaced, the applicant shall provide the name of the manufacturer, any available literature, state the style of siding requested and the material to be used. A sample of the color will be required.

**SIGNAGE:** No sign of any kind shall be displayed to the public view on a lot, except temporary real estate signs not more than four square feet in an area advertising the property for sale and except for temporary signs erected by Declarant in connection with the construction, lease, or

sale of building and lots, and except for signs not more than two square feet displaying the provision of the occupant.

**STOOPS AND LEAD-IN WALKWAYS:** Front stoops and lead-in walkways may be constructed of concrete, slate, paving stones, or brick and may not be painted. They must be maintained in good condition and be void of cracks or crumbling. The surface must be on the same plane; sections that have settled, up or down, must be repaired or replaced, including portions that have pulled away from the house. No outdoor carpeting or painting of stoops and sidewalks is allowed. Other materials will be considered on an individual basis. Applications are required to change any stoop or walkway, and must specify dimensions, materials to be used and color.

**STORM DOORS, SCREENED DOORS, AND WINDOW TREATMENTS:** The framing around storm doors and screened doors shall match the house in color. This means that the door must be the same as the color of the exterior door, shutters, or wood trim around the door. It may also be light beige in color—white storm doors are not permitted. Storm doors that are full glass with unobscured views do not require prior approval from the ARC / Board of Directors for installation. Screened doors that are full screen with unobscured views also do not require prior approval from the ARC / Board of Directors for installation. Any storm door or screened door which has partially concealed views (such as half door, half screen/glass) will require approval from the ARC / Board of Directors prior to placement on the front and/or side of the house. A picture or brochure of the door should be submitted with a completed Application prior to installation. Storm doors and screened doors placed on the back of the house do not require ARC / Board of Directors approval. The ARC / Board of Directors reserves the right to review finished installation.

No bed sheets, towels, newspaper, tin foil, or similar materials maybe used as window treatments.

**VEGETABLE GARDENS:** Vegetable gardens are to be located in the rear yard, contained within the fence line of the Lot.

**WINDOW AIR CONDITIONING UNITS:** Window air conditioning units are permitted only in the rear of the house.

**WINDOWS, SHUTTERS, AND DOORS:**

**Replacement windows:** The ARC / Board of Directors may request pictures and/or samples of the requested window in order to judge its visual compatibility with other windows in the neighborhood and with the house style. Vinyl windows should be designed in profiles that are similar to existing windows. Colors will be judged in terms of their compatibility with the house colors, but should as a rule be neutral in color. Brown or beige vinyl windows that match existing panes are the most likely to be approved; panes must be present. Window and door hardware and screens are required to blend with what already exists in the neighborhood. Replacement windows should be the same size as the window being replaced. The criteria used for approval will include appearance, quality and compatibility with other products used on the house and in the neighborhood.

**Shutters:** Must match the exterior door in color. Other variations may be approved by the ARC, but an application is required for any exterior color change. Shutters must be in good repair.

Doors: Exterior door should match or blend with the remainder of the unit's color scheme. If the exterior door is not painted the same color as the shutters, an application is required for approval by the ARC. Interior doors must be in good repair, with matching hardware.

#### **IV. PARKING**

Vehicles shall park only in paved locations that are intended for parking (including lined parking spaces, driveways, and public road curbsides.) It is prohibited to park any motor vehicle on a sidewalk or on any non-paved common area or on any non-paved private property. All owners are responsible for notifying any present resident, guest or invitee on their property of the parking restrictions in the community. Owners of units whose residents, guests, or invitees violate these guidelines shall be held liable for any damages to the community caused directly or indirectly by the violation.

##### **A. Vehicle Definitions and Regulations**

1. Automobile: The term "automobile" includes any self-propeller motor vehicle with no more than two axles and which is primarily used for personal purposes, such as cars, pickup trucks, vans and motor cycles. However, over-sized motor vehicles which constitute a safety hazard or occupy excessive parking area will not be permitted to be parked in any of the parking spaces maintained by the Association. Any vehicle which protrudes into the roadway or over the sidewalk will be considered a potential safety hazard.
2. Self-propelled vehicles other than automobiles: No self-propelled vehicle other than private passenger automobiles (as defined above) may be parked in any of the parking spaces maintained by the Association. These vehicles are subject to towing at the Owner's expense.
3. Boats, Trailers, Tents, or any structure of a temporary character or portable vehicle other than automobiles shall not stay parked in any of the Association parking areas for a period exceeding 24 hours. These vehicles are subject to towing at the Owner's expense.
4. Commercial Vehicles. No commercial truck, commercial bus, or other commercial vehicle of any kind is permitted to be kept or parked overnight upon any portion of the properties. Any vehicle deemed commercial by the Fairfax County Ordinance Chapter 112 of the Fairfax County Code which defines commercial vehicles as any type of vehicle:
  - a. with a rated carrying capacity of 1,500 pounds (3/4 ton) or more [exceptions will be permitted for personal pick-up trucks that are not used commercially]
  - b. regardless of capacity, which displays advertising lettered thereon
  - c. which is licensed as a "for hire" vehicle
  - d. that has visible commercial equipment attached to the exterior of the vehicle (i.e. ladders, pipes)
  - e. any private or public school or church buses

These vehicles are subject to towing at the Owner's expense. However, a private passenger car with a sign bearing the name of a company or governmental agency will not be prohibited as a commercial vehicle.

5. **Abandoned Vehicle.** A motor vehicle, trailer, semi-trailer, or part thereof, is abandoned if, it does not bear a current License plate and a valid Virginia State inspection sticker and it has been in a specific location for ten (10) days without being moved. These vehicles are subject to towing at the Owner's expense.

6. **Junk Vehicle.** A vehicle that is disabled, inoperable, or unable to be driven on private or public roads. These vehicles are subject to towing at the Owner's expense.

7. Whenever a violation to the parking guidelines detailed in the Second Cardinal Glen Architectural Guidelines: Section IV., subsection A. "*Vehicle Definitions and Regulations*", #'s 1-6 is found, the Board of Directors will give the owner ten (10) days in which to confirm to the guidelines. The notification will be in the form of a notice placed on the offender's vehicle, and a registered letter mailed to the last known residence. The notice will identify the parking violation and corrective action that must be taken. If the violation(s) occurring on Second Cardinal Glen properties are not corrected with the specified period, the offending property will be removed to a commercial storage facility at the expense of the owner.

### C. Resident Parking

Each homeowner is assigned two numbered parking spaces. **Owners are not to use visitor spaces for a third vehicle and these vehicles are subject to towing.** There are spaces on the circle at Candleberry that can be used for additional resident parking. Parking spaces are not to be used for storage, or for extensive repairs and/or maintenance of vehicles( such as oil changes, brake repairs, engine overhauls, etc).

### D. Visitor Parking

**1. Every visitor vehicle must display a Second Cardinal Glen visitor "hang tag" issued by the Association.**

2. The tag must be suspended from the rearview mirror and readable from the front of the vehicle. A "hang tag" placed on the dashboard of a vehicle is not considered as displayed.

3. A visitor tag must be displayed any time a non-resident vehicle is on Association property.

4. All visitor parking permits are the property of the Association. Visitor "hang tags" may be requested by email to: [eastcoastmgmt@aol.com](mailto:eastcoastmgmt@aol.com). Visitor permits are limited to two permits per unit. An administrative fee of \$5.00 shall be charged to replace lost or confiscated visitor hang tags.

5. No non-resident vehicle shall remain upon the Association property in excess of 72 hours without the consent of the Board of Directors. Such requests must identify the vehicle by description and license plate and include the expected length of stay. Misuse of "visitor

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hang tags" may result in confiscation of the tag by the Board of Directors. A visitor hang tag will be considered misused if:

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- a. A resident uses a visitor hang tag to park in visitor parking; or
- b. A visitor uses visitor parking for a period in excess of 72 hours within a fourteen (14) day period; or
- c. A resident uses visitor parking to park a transient vehicle. (A transient vehicle is considered to be any vehicle not registered to a resident but is in the temporary care and control of the resident. This may include but is not limited to a rental vehicle, a loaner vehicle or a vehicle provided by a person's place of business for the short term or long term use of a resident.) Such vehicles must be parked in the resident's assigned parking space or in the circle at Candleberry Court.

**Failure to comply with the parking regulations outlined above may cause the vehicle(s) to be towed at the Owner's expense**