

ARCHITECTURAL GUIDELINES
for the CRESTBROOK COMMUNITY

Herndon, Virginia

July 9, 2024

Crestbrook Community

I.	Architectural Guidelines Table of Contents	
II.	PROCEDURE.....	3
A.	Overview	3
B.	Applications.....	3
C.	Application Content.....	4
D.	Review Process.....	5
E.	Disapproved Applications and Appeals Process.....	5
III.	ARCHITECTURAL STANDARDS	6
A.	Painting.....	6
B.	Siding and Roofing	6
C.	Solar Panels	6
D.	Exterior Lighting.....	6
E.	Storm Doors/Front Doors	6
F.	Garage Doors.....	7
G.	Driveways, Walkways, and Parking	7
H.	Fences.....	7
I.	Recreational, Sports, and Play Equipment.....	8
J.	Hardscaping, Grade Changes, and Landscaping	8
K.	Additions	8
L.	Screened Porches, Sunrooms, Porticos, etc.	8
M.	Patios, Decks, and Pergolas	9
N.	Sheds and Detached Structures.....	9
O.	Swimming Pools.....	10
P.	Hot Tubs and Spas.....	10
Q.	Flagpoles.....	10
R.	Miscellaneous Items.....	10
IV.	THE ARCHITECTURAL CONTROL COMMITTEE (“ACC”).....	11
A.	Composition	11
B.	Functions	11
V.	AMENDMENTS TO THE ARCHITECTURAL GUIDELINES	11
VI.	VIOLATIONS	11
VII.	APPENDICES	13
	Appendix A - Application Submission Requirements	13
	Appendix B – Examples of Acceptable Fences.....	14
	Appendix C – Examples of Acceptable Sheds	15
	References	16

CRESTBROOK COMMUNITY ARCHITECTURAL GUIDELINES

II. PROCEDURE

A. Overview

These Architectural Guidelines (“Guidelines”) are presented to help ensure architectural continuity of property within the Crestbrook Community (“CC”). These Guidelines are authorized under the “Declaration of Covenants Conditions and Restrictions” (the “Declaration of Covenants”) of the Crestbrook Homes Association (the “Association”) that are binding on homeowners and residents. Adherence to these Guidelines will help advance the standards of design quality within the CC to enhance the community’s environment and property values.

These Guidelines are broad-based and are not intended to be comprehensive. Exceptions may be considered under special circumstances. Where applicable, notation (example ^[ex]) has been added to provide the reader with reference to specific sections of the Declaration of Covenants or Fairfax County codes relevant to a given section, as listed in the References appendix.

The primary objectives of these Guidelines are:

- 1) To maintain aesthetic and architectural harmony within the community.
- 2) To increase homeowners’ awareness of the responsibilities that members of our community must assume with respect to alteration and maintenance of property exteriors.
- 3) To outline and describe the architectural standards and the associated guideline enforcement procedures established for this community.
- 4) To describe the organization and procedures for developing and amending these Guidelines established for this community.
- 5) To assist homeowners who are planning exterior alterations in preparing and submitting an Application for Exterior Alteration to the Architectural Control Committee (“ACC”)
- 6) To provide standards basis under which Applications for Exterior Alteration will be reviewed by the ACC.

B. Applications

The Declaration of Covenants requires that no structure or addition to be a structure shall be erected, placed or altered on any lot until the plan and specification, including elevation, material, color and texture and a site plan showing location of improvement with grading modifications shall be filed with and approved in writing by the Board of Directors of the Association or an Architectural Control Committee appointed by the Board. Structure includes any building or portion thereof, fence, pavement, driveway or appurtenances to any of the aforementioned.

In accordance with this requirement, Homeowners shall submit an application for exterior

alteration (an “Application”) to the Architectural Control Committee prior to making any changes, additions, or alterations to the exterior of their property (including, but not limited to, each item listed in Section III below). However Section III is not a comprehensive list of all projects that require ACC approval. For requests not included in Section III below, please email the ACC to determine if an application is required.

The ACC’s approval is required before commencing any changes, additions, and alterations to the exterior of a home or on a property. ACC approval of one homeowner’s Application does not exempt another homeowner from seeking approval for a similar or identical exterior alteration.

An application form is included on the CC website at www.crestbrook.org. Applications may be submitted in the following two ways:

- **Email:** Email application and supporting documents to:
 - To: Lisa@SpectrumPropertyMGT.com
 - CC: Crestbrook@Crestbrook.org

- **US Mail:** Mail application and supporting documents to:
 - Crestbrook Community
c/o Spectrum Property Management
PO BOX 1562
Great Falls, VA 22066

The homeowner should retain a complete copy of any Application made to the ACC for verification and personal records.

An application that lacks the necessary information for an adequate evaluation of the proposed change will be returned to the homeowner for additional clarification or rejected in full until adequate information is provided with a new submission.

The ACC strongly recommends that building materials not be purchased, and deposits not be paid to any contractors until Application approval has been obtained.

C. **Application Content**

Please consult the Application Submission Requirements in the appendix to these Guidelines for a quick reference of required content for each kind of Application.

All Applications must state the location of the proposed changes. All physical structures, such as fences, sheds, sunrooms, additions, etc., should be clearly shown on a plat plan. The plat provides the property lines and additional information like the utility right of way locations. This information will be useful in planning the location of any structure as the County or utility with easement rights has the right to remove any structure in a right-of-way. If the homeowner does not have a plat, the homeowner shall provide a written document that states the homeowner is solely responsible for any property line issues. Plats may be requested online from the Fairfax County Zoning Administration Division ^[1].

Information on design, dimensions, materials, color, and any structural changes needed to accommodate the design must be provided. A photo or brochure needs to be included which clearly depicts the color, dimensions, style and any other details of the proposed materials or items to be used. In lieu of a photo/brochure, a website link may be provided. The link must take the user to the exact page where the item can be viewed.

Any pictures, sketches, etc., submitted with the Application will be retained by the ACC. The homeowner is encouraged to include any additional information that may be useful in determining the scope and detail of the proposed modifications as well as the impact on neighboring properties.

D. Review Process

The ACC's review of all projects is independent of, and in addition to, any required Fairfax County reviews, approvals or permit processes.

It is the homeowner's responsibility to obtain all necessary Fairfax County reviews, approvals and building permits. See the Fairfax County web site for information on permits, zoning, Miss Utility and other important construction related topics. Receipt of a building permit does not guarantee approval by the ACC. In the case of larger or complex projects, the ACC reserves the right to request proof of County permit prior to approval of the Application. The ACC reserves the right to reject any exterior modifications not conforming to these Guidelines or community standards.

Each Application will be logged upon receipt. All Applications will be reviewed by the ACC, which in certain instances may require a site visit to complete the review process. If an application is deemed to be incomplete, the ACC may request additional information. The review period does not begin until all the necessary information has been submitted.

A letter of approval or disapproval will be e-mailed to the homeowner. All Applications and a copy of the response will be kept on file. If the Application is approved, the homeowner may proceed to implement the proposal specifically described in the approved Application. If the Application is disapproved, Section II.E applies. Failure of the ACC to approve or disapprove a request within sixty (60) days of receipt of a complete application shall be construed as Committee approval of the request.

E. Disapproved Applications and Appeals Process

Disapproved Applications may be modified and re-submitted to the ACC. If the Application is denied a second time, the homeowner may appeal the decision to the Board, as follows:

- The homeowner may submit a written appeal to the Board outlining the proposed project and the reason for disapproved Application.
- The Board will establish a date and time to hear the appeal. Normally, this will be at the next scheduled Board meeting. A majority vote of the Board members present, assuming that a quorum of the Board is present, is required for reversal or modification of an ACC decision.

Changes implemented without an approved Application or not in accordance with an approved Application are in violation of these Guidelines and are subject to Article VI, below.

III. ARCHITECTURAL STANDARDS

To accommodate evolving standards and options, the ACC may update these Guidelines periodically. When new or revised items within these Guidelines cause an existing feature of a property to now be non-conforming, the nonconforming features will be permitted to stay in place, or “grandfathered”, until the next time the feature is modified or updated, at which point it will be required to and shall be brought into conformance with the then-current Guidelines.

A. Painting

- When painting any exterior surface, the homeowner must submit an application to the ACC specifying the existing colors and the new colors that have been selected. It is the intent of the ACC to approve colors that are harmonious with the color scheme of the community and conform with the original scheme for our community ^[2].
- The trim work (e.g., soffit, fascia, window surround, door surround detail) shall be painted the same consistent color across the home.
- The shutters and the front door can be painted matching or any accent colors.

B. Siding and Roofing

- Any change to material, style, or color of siding or roofing must be submitted for approval ^[2]. The design and style of siding and roofing should complement the architectural design of the house and be in harmony with the general style and architecture in the CC.
- When damage requires patching of the siding or roof, the patch should blend seamlessly with existing structure.

C. Solar Panels

- Solar panels may be mounted on the roof of main or accessory structures ^[3]. Freestanding solar panels less than 8.5 ft may be placed in any rear or side yard ^[4].

D. Exterior Lighting

- Exterior lighting, decorative or landscape lighting should be considerate of the neighbors and or motorists ^[5].

E. Storm Doors/Front Doors

- The design and style of front door replacements should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. Applications for a front door replacement should include the design picture, color, and a photo of the current house color scheme.

- Storm door color/finish should be compatible with the existing architecture and trim.

F. Garage Doors

- The design and style of garage doors should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. Applications for a garage door replacement should include the design picture, color, and a photo of the current house color scheme.

G. Driveways, Walkways, and Parking

- Driveways and extensions may only be constructed of concrete, stamped concrete, asphalt, or concrete pavers suitable for vehicular traffic, and the entire length and width of a driveway may only use one type of material. ACC approval must be obtained for any construction or expansion of existing driveways ^[6]. Driveways or extensions cannot be made of gravel, pea gravel, stone dust, wood chips, sod strips between pavers, or similar non-monolithic material.
- Each home should have a walkway leading to the front door. Front steps and walkways should complement the architectural design of the house and be in harmony with the general style and architecture in the CC.
- No junk vehicle, house trailer, or commercial vehicles, such as, but not limited to, moving vans, trucks, tractors, trailers, wreckers, hearses, compressors, concrete mixers or buses, shall be kept on any Lot. Vehicles are not permitted to be parked on grass, or exterior areas other than a driveway, pipestem, or street ^[7]. Parking of boats, campers, or trailers is permitted so long as it is not visible from the street ^[8]. Commercial vehicles, such as, but not limited to, moving vans, food trucks, tractors, trailers, wreckers, hearses, or buses, are not permitted ^[9].

H. Fences

- The design and style of fences should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. Except for ornamental hedge fences grown around the front of the lot, fences are restricted to rear and side yards^[10] (using Fairfax County definitions of “front yard,” “side yard”, and “rear yard”) ^[11], and must adhere to County guidelines for setback. Homeowners are responsible for identifying their property lines. Each Application for fences should include photographs of the property and either an aerial view of the property with measurements or a plat with the location with the proposed fence as part of their application. The proposed location must not obstruct sightlines of adjoining properties or of vehicular traffic.
- Fences shall be constructed of the material and style congruent with surrounding property, with exceptions permitted when connecting to a neighbor’s existing fence. Fences should be constructed of pressure treated or rot-resistant wood, composite wood, or vinyl (PVC) (including textured vinyl). Gates should be compatible in design, height, material, and color with the fence. No Application is necessary when repainting or re-staining in the same color.
- Fences may not be less than three (3) feet nor greater than seven (7) feet high, except for rear

fences abutting Dranesville Rd, which may be up to eight (8) feet high ^[12]. If the homeowner has changed the original grade of the property (e.g., through building a retaining wall), the modified gradient will be considered part of the height of the fence. By way of example, if a homeowner creates a two (2) foot retaining wall, the maximum height of a fence that can be placed on top of that retaining wall would be five (5) feet.

- Chain link, chicken wire, or any type of metal style, or wrought-iron, fences may not be used. Sheds may not be used as part of the fence. Parallel fences are not permitted (i.e., two fences shall not be placed on each side of a property line to delineate the same property line).

I. Recreational, Sports, and Play Equipment

- Permanent basketball backboards mounted on the house or on a stationary pole require an application and must be in compliance with County setback requirements ^[13]. Permanent recreational, sports or play equipment other than a basketball backboard, if approved, will be approved for installation in rear or side yards only.
- A portable basketball backboard and pole does not require an application but shall not block any sidewalk or public walkway and shall be located such use thereof does not impede or block use of the street, curb, or sidewalks. Care should be taken that the equipment can be used in a safe location and manner. Homeowners are reminded to be mindful of the dangers vehicular traffic may pose.

J. Hardscaping, Grade Changes, and Landscaping

- Unless being used as a fence or screen, changes or additions to the living elements (e.g., trees, shrubs, and flowers) of the landscape design of a home does not require ACC approval. Trees, shrubs and other vegetation must be maintained such that it does not interfere with road sightlines or walkway space ^[14].
- Landscape materials (e.g., bulk, or bagged mulch, bagged stone) should be installed within one month of delivery or stored out of public view ^[15].

K. Additions

- All additions should complement the architectural design of the house and be in harmony with the general style, size, and architecture of other homes in CC. Additions shall not exceed two (2) stories high. The homeowner is responsible for obtaining all necessary Fairfax County reviews, approvals and building permits for additions.
- Detached accessory living units are not permitted ^[16].

L. Screened Porches, Sunrooms, Porticos, etc.

- The design and style of screened porches, sunrooms, porticos, etc. should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. Exterior materials shall be in accordance with the current house construction material

to include the trim, gutters, and shingles. The homeowner is responsible for obtaining Fairfax County reviews, approvals and building permits.

- Screened porches, sunrooms, etc. should be planned for the rear of the home and should not extend beyond the original side planes of the house. Screened porches should not exceed one story high. Screens should not be used to enclose space in the front of the house.

M. Patios, Decks, and Pergolas

- The design and style of patios, decks, and pergolas should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. The homeowner is responsible for obtaining all necessary Fairfax County reviews, approvals and building permits for patios, decks, and pergolas.
- Patios and decks should be constructed in rear yards and not extend beyond the original side planes of the house.
- All painting or staining of decks and pergolas should complement that of the primary structure. No Application is necessary when repainting or re-staining in the same color.

N. Sheds and Detached Structures

- The design and style of detached sheds and structures should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. Applications for a detached shed or structure should include location in the rear or side yard the design picture, size and color to include a description of the current house color scheme. The homeowner is responsible for obtaining all necessary Fairfax County reviews, approvals and building permits for any shed or structure larger than 256 square feet, or for any shed or structure for which County approval is required ^[17].
- Any shed that exceeds eight and a one-half (8 ½) feet in height must meet the minimum required setbacks in Fairfax County. Sheds may not be greater than twelve (12) feet in height, to the top of the roof ^[13].
- Pre-manufactured sheds are acceptable provided the materials are resin, vinyl (PVC), wood, or equivalent and colors complement those of the house. Examples of pre-manufactured sheds are included in Appendix C. Metal garages or carports are not permitted ^[8].

O. Swimming Pools

- The design and style of swimming pools should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. The homeowner is responsible for obtaining Fairfax County reviews, approvals and building permits for pools.
- Swimming pools are only permitted in a completely fenced-in rear yard, with a fence that is at least four (4) feet high ^[18].
- Pools are to be maintained in clean and sanitary, working order ^[19]. When empty or not in use for the season, pools should be covered. Filtrations systems should be kept in working order to prevent pests or other hazards associated with stagnant water.

P. Hot Tubs and Spas

- The design and style of hot tubs and spas should complement the architectural design of the house and be in harmony with the general style and architecture in the CC. The homeowner is responsible for obtaining all necessary Fairfax County reviews, approvals and building hot tubs and spas.
- When submitting an application for hot tubs or spas, care should be taken that the location selected includes adequate provisions of privacy protection and screening from view.

Q. Flagpoles

- An application does not need to be submitted to the ACC for installation of poles attached to the front of the home.
- A free-standing flagpole may be no more than twenty-five (25) feet high and must be in compliance with Fairfax County setback requirements ^[13].

R. Miscellaneous Items

- A/C Units/Mini-Split Ductless HVAC: Recommended window air conditioners be placed on the rear or sides of the house. Applications for AC units are not required.
- Mailboxes and House Numbering: Homeowners are recommended to have house numbers on both their home and mailbox, as this is useful to first responders in the event of an emergency. Mailboxes must comply with USPS regulations. Applications for mailboxes are not required.

IV. THE ARCHITECTURAL CONTROL COMMITTEE (“ACC”)

A. Composition

The ACC will consist of three (3) members. At least one member of the ACC will be a member of the Board and shall serve as liaison to the Board. The Board can remove members at any time for lack of participation.

B. Functions

The functions of the ACC include:

- a) Review and approve or disapprove homeowner applications.
- b) Conduct periodic Guidelines review and recommend changes to the Board.
- c) Work with the Board and / or property management on application issues, these Guidelines, and violations.
- d) Review properties when a disclosure package is requested.

V. AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

These Guidelines may be amended as needed with the approval of a majority of the members of the Board. Homeowners may submit to the Board written requests for changes in these Guidelines. ACC recommendations for amendments will be submitted to the Board for consideration. Changes become effective immediately upon approval by the Board. Approved Applications are bound by the Guidelines in effect at the time of approval. Any approved alteration that is contrary to an amendment to the Guidelines and for which construction has not been commenced before the date of the amendment approval is considered void, and a new Application must be made.

VI. VIOLATIONS

The Board of Directors has the right to enforce, by a proceeding at law or in equity, the restrictions and covenants of the CC and these Guidelines, including notifying Fairfax County authorities of any violation of Fairfax County regulations. If legal remedies are necessary against a homeowner, the homeowner will be responsible for all costs and legal fees incurred in this process. In addition, for any change or modification to the exterior of the home or the property for which the homeowner did not timely submit an appropriate application and receive ACC approval, the Board may require such changes to be removed or altered to conform to these Guidelines at the homeowner’s expense.

In addition to approving exterior modifications within the CC, these Guidelines include requirements for maintenance of existing yards and structures. To maintain the value of homeowners’ properties, it may become necessary to advise homeowners, from time to time, that maintenance work should be performed.

Spectrum Property Management, in conjunction with the Board, conducts bi-annual assessments of

the homes in the CC and their compliance with the guidelines. Following such an assessment, Spectrum Property Management will send letters to homeowners notifying them of any violations. The homeowner shall promptly resolve such violation, with commencement of such resolution to occur no later than thirty (30) days after receipt of the letter.

In extreme or chronic cases, Spectrum Property Management will notify homeowners of delinquent lawn care or pruning and request resolution within seven days of notification. If the homeowner fails to correct the deficiency within these seven days, the matter will be reported to the Fairfax County Department of Code Compliance.

Individual homeowners may report instances of failure to maintain exteriors or yards in accordance with these Guidelines to the attention of the ACC. Reports must be written and sent to the address listed in Section II.B. Emails will be an acceptable means of report. All reported violations must be signed by a CC resident, but names will be withheld upon request. When so notified, the ACC will verify the alleged violation and, upon confirmation by one or more ACC member(s), will notify the offending homeowner, in writing, of the violation.

VII. APPENDICES

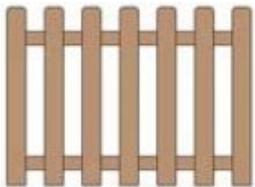
Appendix A - Application Submission Requirements

	Description of Material, Size, Style & Color	Exterior Drawing/Elevation or Photo of Existing Property	Scaled Plat Indicating Project Location
<i>Additions, Sunrooms, Covered Porches, and/or Porticos</i>	✓	✓	✓
<i>Driveways and/or Walkways</i>	✓		✓
<i>Grade Changes and/or Hardscaping</i>	✓	✓	✓
<i>Fences</i>	✓	✓	✓
<i>Front and/or Storm Doors</i>	✓	✓	
<i>Garage Doors</i>	✓	✓	
<i>Patios, Decks, and/or Pergolas</i>	✓	✓	✓
<i>Recreational or Play Equipment</i>	✓		✓
<i>Sheds</i>	✓	✓	✓
<i>Painting, Siding, and/or Roofing</i>	✓	✓	
<i>Solar Panels</i>	✓		✓
<i>Swimming Pools, Hot Tubs, and/or Spas</i>	✓		✓
<i>Windows</i>	✓	✓	
<i>Other Items Not Specified</i>	✓	✓	

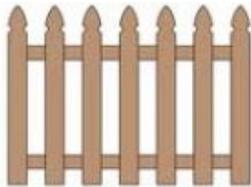
Additional Notes:

1. If colors are changed, the Application must include a sample or photo of the current colors.
2. If replacing aluminum siding with vinyl, an application **is** required even if the color remains the same.
3. Unless requested by the ACC, proof of County permit is not required but is strongly recommended, and helpful if submitted.
4. Website links must take the ACC to the exact page where the product can be viewed.

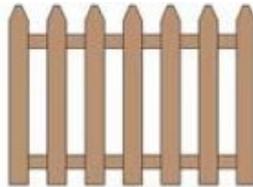
Appendix B – Examples of Acceptable Fences



Dog Ear Picket



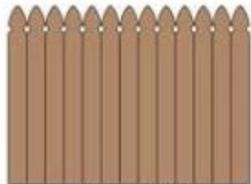
Gothic Picket



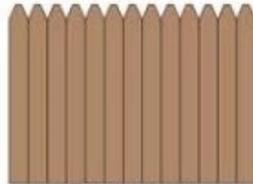
Angled Picket



Solid Board Dog Ear



Solid Board Gothic



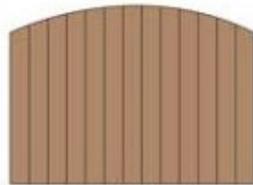
Solid Board Picket



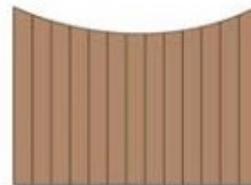
Shadowbox



Framed



Arched



Scalloped

Appendix C – Examples of Acceptable Sheds



References

- [1] Fairfax County Zoning Administration Division - Request a Plat
<https://app.smartsheet.com/b/form/4947e8c728234a41a9395efb596dc44c>
- [2] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 8
- [3] Going Solar in Fairfax County <https://www.fairfaxcounty.gov/environment-energy-coordination/going-solar#:~:text=Solar%20panels%20are%20permitted%20accessory,Planning%20and%20Zoning's%20FAQ%20page.>
- [4] Fairfax County Zoning Administration Division - Zoning Requirements - What Can I Do with My Property?
<https://www.fairfaxcounty.gov/planning-development/zoning/faqs>
- [5] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 4
- [6] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 9
- [7] Fairfax County Department of Code Compliance - Residential Paving and Yard Coverage
https://www.fairfaxcounty.gov/code/sites/code/files/assets/documents/pdf/residential_paving_yard_coverage.pdf
- [8] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 11
- [9] Fairfax County Department of Code Compliance - Commercial Vehicles [https://www.fairfaxcounty.gov/code/commercial-vehicles#:~:text=One%20\(1\)%20commercial%20vehicle%20may_not%20a%20prohibited%20commercial%20vehicle](https://www.fairfaxcounty.gov/code/commercial-vehicles#:~:text=One%20(1)%20commercial%20vehicle%20may_not%20a%20prohibited%20commercial%20vehicle)
- [10] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 10
- [11] Fairfax County Department of Code Compliance – Yard and Lot Determinations
https://www.fairfaxcounty.gov/code/sites/code/files/Assets/Documents/PDF/Yard_and_Lot_Determination.pdf
- [12] Fairfax County Department of Code Compliance – Residential Fences and Walls
https://www.fairfaxcounty.gov/code/sites/code/files/assets/documents/pdf/fences_and_walls_residential.pdf
- [13] Fairfax County Zoning Ordinance – Section 4102.7.A(b) Accessory Uses -
https://online.encodeplus.com/regs/fairfaxcounty-va/doc-viewer.aspx#secid-2871bk2871-6_1
- [14] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 3
- [15] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 7
- [16] Declaration of Covenants, Conditions and Restrictions (Crestbrook Homes Association) - Article VI, Section 1
- [17] Fairfax County Department of Code Compliance - Freestanding Accessory Structure Location
https://www.fairfaxcounty.gov/code/sites/code/files/assets/documents/pdf/freestanding_accessory_structures.pdf
- [18] Code of Virginia - § 15.2-921. Ordinances requiring fencing of swimming pools
<https://law.lis.virginia.gov/vacode/title15.2/chapter9/section15.2-921/>
- [19] Fairfax County Department of Code Compliance - Exterior Property Maintenance
https://www.fairfaxcounty.gov/code/sites/code/files/assets/documents/pdf/property_maintenance.pdf