

Architectural Guidelines Rolling Ridge Condominium Association

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PURPOSE

The purpose of these guidelines is to familiarize Rolling Ridge unit owners with the objectives, scope and application of design standards and guidelines intended and employed to maintain the aesthetic appearance and environmental quality of the Rolling Ridge community.

The guidelines enumerate specific design standards which have been adopted by the Board of Directors (BOD) to the Rolling Ridge Condominium Association (RRCA). They also explain the Architectural Request and Review process, which must be followed by unit owners seeking approval for any exterior modifications or changes to their units. Unit owners are reminded that they must never begin construction or alterations until they receive written approval from the Architectural Review Committee (ARC) or BOD for improvements covered by this handbook.

These guidelines serve as a valuable reference source and assist unit owners in preparing acceptable applications for review by the Association's ARC. All unit owners are encouraged to familiarize themselves with the guidelines. All owners who currently lease their properties are responsible for the provision and reinforcement of these guidelines with their tenants.

PROPERTY

In simple terms, RRCA's land ownership extends along the back of the Rolling Ridge Elementary School to Fox Creek and across to Thomas Jefferson Drive. Rolling Ridge land includes the woods and grass on both sides of the creek adjacent to embankments, bridge, bike trail, and the easement adjacent to Thomas Jefferson Drive.

Raccoons, squirrels, foxes, beavers, birds and other wildlife can be found on this property, and unit owners, their tenants, and guests are expected to respect the land and the animals that live on this land. Vandalizing and/or trespassing should be reported to the BOD or property manager. All rules governing Rolling Ridge are applicable on this property.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the RRCA contain a set of Covenants, including those pertaining to design standards. Legally, these Covenants are a part of the deed for each unit and are binding upon all initial unit owners and their successors in ownership, irrespective of whether or not these owners are familiar with such Covenants.

The primary purpose of the ARC Guidelines is to maintain environmental and architectural design standards for the entire community and establish and reinforce policies related to community governance and conduct. The official notification and enforcement of design standards is intended to achieve the following objectives:

1. Maintain consistency with the overall design concept for the community;
2. Promote harmonious architectural and environmental design qualities and features;
3. Promote and enhance the visual and aesthetic appearance of the community;
4. Promote and enhance the public safety of the community;
5. Maintain optimal property values by presenting a well-kept community to prospective buyers.

ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE

All unit owners within Rolling Ridge are automatically members of the RRCA. The Association is a non-stock corporation that owns and is responsible for the upkeep and maintenance of all 'Common Areas' within the Rolling Ridge community. Each year, RRCA conducts an annual meeting in which the BOD is elected. The BOD is responsible for managing the relationship with Rolling Ridge's outside contractors, including the property manager, maintenance, grounds and other entities. The BOD is also responsible for appointing, supporting and overseeing the activities of various committees including the ARC.

The ARC should consist of three or more persons appointed by the BOD. In the event that there are no volunteers for the ARC, the Board shall act in its place with respect to the following procedures:

GENERAL

1. The ARC shall be responsible for reviewing possible violations of the Association's ARC Guidelines.
2. The ARC shall work with the Board to occasionally review and update the ARC Guidelines as necessary.
3. The ARC shall be responsible for enforcing the Association's Architectural Review Guidelines with respect to exterior modification applications proposed by unit owners.
4. The ARC must consider only written applications from unit owners. Tenants and other non-owner residents must forward all applications to the ARC through the owner.
5. Each request is considered on an individual basis, upon its merits, and there are no automatic approvals or denials.
6. The quality of materials and workmanship on any project must be equal to or better than that of the surrounding area. The ARC retains the right to inspect the project during installation and at completion to ensure proper execution of the approved application.
7. All projects must be completed within (3) three months of the date the application is approved. If additional time is required for a project, unit owners must apply in writing for an extension and requests must include an estimated completion date.
8. Storage of materials before and during construction should be, if possible, in areas not visible from the street and shall not create a hazard or obstruct the common area.

ALTERATIONS REQUIRING REVIEW AND APPROVAL

Essentially, all changes, permanent or temporary to the exterior appearance of the unit are subject to review and approval by the ARC. The review process is inclusive of major additions or alterations, such as adding a deck or patio but includes such minor items as changes in door color or change of patio materials.. Approval is also required when an existing item is to be removed and not replaced with an identical or distinctly comparable item.

EXCLUSIONS

There are a few occasions where an application is not necessary and owners need not obtain prior approval before commencing with work:

1. Exterior wood surfaces which are to be repainted or re-stained provided there is not color change from the original.
2. Window replacements provided they look exactly the same as the original and adhere to section 39 of this document for additional window guidelines. *NOTE: The installation of a window where a window does not currently exist or replacing an existing window with one of a different size, requires an application and prior approval.*
3. Minor landscape improvement including foundation plantings or single specimen plantings. In general, landscape improvements of small scale to the area in and around the *owner's unit only*, which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the ARC application process. *NOTE: Installation of a tree does not constitute a minor landscape improvement and therefore requires an application and prior approval.*

APPLICATION PROCEDURES

1. Applications describing the proposed project may be submitted by the owner using any of the following means:
 - By Mail: Rolling Ridge Condo Association
 C/o Spectrum Property Management
 PO BOX 1562
 Great Falls, VA 22066
 - By Email: Lisa@SpectrumPropertyMGT.com
2. The description of the project must contain all information necessary for the ARC to make an informed decision. Necessary information can include things like: dimensions, shape, type of materials, colors, location, etc. Photos and/or manufacturer literature for proposed changes are recommended.

REVIEW PROCESS

1. The ARC review of all projects is independent of and in addition to any required Loudoun County reviews, approvals, or permit processes. It is the owner's responsibility to obtain all necessary Loudoun County reviews, approvals and building permits. The ARC does not advise owners whether those permits or approvals are required by the County. Loudoun County approval in no way guarantees approval by the ARC and the ARC reserves the right to reject any exterior modifications not conforming to these guidelines or community standards.
2. Receipt of the ARC application is acknowledged by the ARC, BOD, or property manager. If the ARC requests additional documentation to complete the application, the application as submitted is automatically denied. Once the ARC receives all the required documentation and the application is complete, the ARC shall then decide on the application within (30) thirty days. Written notification of approval or denial will then be sent to the owner.

DISAPPROVED APPLICATIONS AND APPEALS PROCESS

If an application is disapproved by the ARC, the owner is notified in writing with an explanation of the denial. In such situations the owner may:

1. Submit a new application with modifications.
2. Submit new or additional information which clarifies the original plan and demonstrates its acceptability.
3. Appeal, in writing, to the BOD within (30) thirty days after the disapproval notification by the ARC. The Board responds to the appeal within 30 (thirty) days. A majority vote of the Board is required for reversal or modification of an ARC decision. The Board shall determine in its sole discretion whether to hold a hearing on the appeal. If a hearing is held, the Board establishes a date and time to hear the appeal at which time the owner is invited to attend.

ENFORCEMENT PROCEDURES

The Bylaws of the Association and the laws in the Commonwealth of Virginia empower the BOD to enforce compliance with the Association's Architectural Guidelines and Covenants. As set forth in these guidelines and the Association's other governing documents, actions of the BOD may be carried out by designated contracted agents, primarily the property manager. Violations may be observed and reported to the BOD by a member of the ARC, the Board, or any unit owner or tenant. In the case of unit owners wishing to report a potential violation, a written notification should be transmitted to the BOD or property manager. Notifications must include violation details and any relevant information regarding the alleged violator, including street address. The following enforcement procedures are used to ensure compliance:

1. The alleged violation must be confirmed by a site visit by the BOD or property manager.

2. The property manager and/or ARC must perform semi-annual inspections of the entire community.
3. The property manager must also perform regular spot inspections of the entire community.
4. Notice of alleged violations are sent by US mail to the unit owner. The notice states the date that the violation was observed and includes a photo of the violation if possible. Violation notices stipulates a timeframe in which the violation must be corrected or 'cured;' typically either: 5, 10, or 30 days from the date of the letter, depending on the type and severity of the violation.
5. If the violation is not corrected within the stipulated 'cure' period, a second letter is sent by certified mail. If, after 15 days, the violation continues to go uncorrected, the unit owner is sent a notice of hearing with the BOD by certified mail. The notice of hearing must be sent at least 14 days prior to the hearing and shall include a date, time, and location of the hearing.
6. The unit owner is given an opportunity to address the Board regarding the alleged violation either in person at the hearing or in writing if they are not able to attend the hearing. The unit owner may also be represented by legal counsel at the hearing if they so choose.
7. Failure to respond/appear at the hearing or correct the violation by the time of the hearing may result in further action taken by the Board.
8. The unit owner is sent the results of the hearing via certified mail within 7 (seven) days of the hearing.
9. As a result of the hearing, the BOD may take appropriate enforcement permitted by the Association's legal instruments or by law, including referring the matter to legal counsel.

STANDARDS FOR PROPERTY MAINTENANCE

Property ownership includes the inherent responsibility for maintenance of all structures and grounds that are part of the homeowner's property. The unit owner is responsible for maintaining the structural integrity, grounds maintenance and repair of their property. When a property is not occupied by the unit owner but is used as a rental property, the owner is still responsible for the maintenance and shall not rely on notification from the renters that something on the exterior is in need of repair.

This document provides further detail and includes, but is not limited to, the following:

1. In general, all exterior areas of the unit must be kept neat, well maintained, and organized.
2. All portions of the exterior of the unit that are not improved by an impervious surface or a structure must be maintained with grass or landscaping materials (or other vegetation) installed by the builder and/or pre-approved by the ARC. No bare earth may be exposed (except for flower beds or vegetable gardens with appropriate approvals as required).
3. Maintenance of fence enclosed rear yards:
 - a. All turf areas must be kept neatly mowed during the growing season. All other vegetation behind the fence such as shrubs should be kept neatly trimmed and not allowed to grow up higher than the fence.
 - b. Weeds should be removed from the cracks of patios, at fence lines and anywhere else behind the fence.
 - c. Sapling trees that sprout must be immediately removed.
 - d. Vegetable gardens are permitted provided they are kept free of weeds and cleaned out completely at the end of the season. Vegetables or plantings may not exceed the height of the fence or creep over the fence.
4. If the unit owner fails to maintain the rear fenced area properly, the Board may, after providing due process to the owner through the established enforcement procedures, authorize its landscaper or other such contracted vendor to enter the rear fenced area in order to perform the required maintenance at the expense of the unit owner.

5. No trash, junk, construction materials or debris of any kind may accumulate or be stored in any external location on a lot or associated street frontage. (Trash and recycle receptacles may be stored in the rear of the unit, see section 38. *Trash Storage and Handling* portion of this document) The exterior areas of the unit both visible and enclosed by a fence may only contain items intended for exterior use such as patio furniture, shade umbrellas, flower pots, flower trellises, hoses, grills or such similar items. The exterior of the unit shall therefore not be used as extra storage for interior furniture, appliances, plastic storage bins, car accessories or parts, tools, clothing, boxes or any other accumulation of these types of items. If the unit owner requires additional storage for these types of items, they may be stored in a shed or storage container (see *the Storage Sheds* portion of this document)
6. Children's toys shall not be stored in the common areas and whenever possible are encouraged to be kept neatly in the rear of the unit. Bikes may be stored in the front or side of the unit but are limited to no more than three (3).
7. The exterior of the unit must be maintained in an attractive manner. The unit owner is responsible for the repair and maintenance of screens, front doors, windows, storm doors, decks, patios, air conditioning units/heat pumps, rear fences and gates, light fixtures, railings, and the cement sidewalk and stoop leading directly to their respective unit. Any other exterior building components (i.e. siding, gutters, downspouts, roof shingles, and trim) that are missing, broken or otherwise in a state of disrepair must be immediately reported to the property manager.

SPECIFIC DESIGN & MAINTENANCE GUIDELINES

The BOD has adopted the specific guidelines for the various topics listed detailed below.

1. ATTIC VENTILATORS

- a. Attic ventilators are permitted if they are painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on the gable end).
- b. Ventilators should be mounted on the least visible side of the ridgeline so as to minimize their visibility and should not extend above the roof line.
- c. The opening in the roof for the attic shall be centered between the two central rafters. The opening shall be no more than twenty-one (21) inches in diameter.
- d. The center of the opening for the attic fan shall be not less than eighteen (18) inches and no more than twenty-seven (27) inches from the peak of the roof. The opening shall be located so that the top of the fan unit does not extend over the peak of the roof.
- e. The exterior cover of the fan shall be silver (aluminum or stainless steel), shall not exceed eight (8) inches in height, and shall be painted to match the roof.
- f. Attic ventilators must be professionally installed and proof of installer's credentials and qualifications should be included with the ARC application.
- g. Attic fans are required to be installed according to current building codes and may require building and electrical permits per the County of Loudoun. Unit owners are required to ensure that their contractor obtains the required permits.
- h. The maintenance or replacement of an existing attic ventilator is the responsibility of the owner of the unit.

2. AWNINGS

Awnings, attached or freestanding, are not permitted. Canvas covered shade structures are permitted for temporary use and must not be left up for more than 1 (one) week. They must also be set up within the confines of the rear area of the unit and may not be set up in the common area.

3. CHIMNEYS

Proof of chimney cleaning shall be provided to the association every three years. (see Board Policy Resolution Regarding Chimneys) The association is responsible for the maintenance and repair of the exterior chimney components including the cap and screen.

4. CLOTHING LINES

Clothing lines or similar apparatus for the exterior drying of clothes are not permitted.

5. DECKS

The deck installation requires a building permit from the County of Loudoun as well as a prior approval by the ARC. The guidelines for installing a deck are as follows:

- a. Location- Decks should be located in the rear of the unit only.
- b. Size- Decks shall extend no further than ten (10) feet from the rear of the unit and shall be set at least six (6) inches in from each side of the unit.
- c. Materials- Decks may be constructed of smooth cedar, high-quality pressure treated pine or composite material (the color selection of composite material must be included in the ARC application) The use of alternative materials such as wrought iron, plexi-glass, or wire for the railings or pickets is prohibited.
- d. Construction- Decks may not, under any circumstances, be affixed to the unit's siding. No multi-tier decks are permitted.
- e. Specifications- Railings for decks shall be:
 - A single rail railing consisting of 4"x4" support posts, a single 2"x4" or 2"x6" railing atop the posts, and optionally, a single 2"x4" or 2"x6" railing midway between the top railing and the deck. The height of the top railing must be no less than 36" and no more than 42" from the deck.
 - Picket railing consisting of 4"x4" support posts, 2"x2" pickets spaced no less than 2" and no more than 4" apart (4-6 inches on center), and a single 2"x4" or 2"x6" railing atop the support posts. The height of the top rail must be no less than 36" and no more than 42" from the deck.
- f. Color-(See next section, *Deck and Fence Colors*)
- g. Under deck storage- under deck areas shall not be used for alternative storage (see *Standards for Property Maintenance #3*)
- h. Stairs-While some units have low decks that have stairs to the ground level, stairs leading the ground area from three-level basement 'walk-out' units are prohibited.
- i. Deck Maintenance- Unit owners are fully responsible for any and all decking adjacent to their unit, regardless of when the deck was installed. Rotting wood, broken, missing or split boards, broken, missing or loose railings, uneven decks or stairs or an un-level deck plane, or any protrusion or flaw that prevents or inhibits ingress or egress shall be evidence of disrepair and shall be a violation of RRCA Architectural Guidelines. Unit owners are expected to power wash and re-seal/stain the wood when faded, greying, developing algae, or other such discoloration noted with ageing wood.

6. DECK AND FENCE COLORS

- a. Decks and fences should be stained/sealed the same color.
- b. The following Behr weatherproofing sealcoat color selections may be used in either semi-transparent, solid color (weather sealant, stain) or with the Behr Premium Deck Over product.

Semi-Transparent Codes	Solid Color Codes	Deck Over Codes
Cedar Natural Tone ST-533	Cedar Natural Tone SC-533	Cedar Natural Tone SC-533
Chestnut ST-110	Chestnut SC-110	Chestnut SC-110

7. DOORS

Doors are the responsibility of the unit owner to maintain.

- a. **Storm doors-** shall be 'full view' doors with clear unembellished glass. Doors shall be solid white to match the unit's trim and feature bronze or silver fixtures. Storm doors may not be constantly propped open. The closing mechanism on the door must be operational and all aspects of the door must be in good repair.
- b. **Front doors-** shall be a solid, six (6) panel door. Peep holes, dead bolts, and kick plates are allowed as long as they match the other fixture finishes (of the storm door and light fixtures) of either gold or silver. See door example below:



STORM DOOR



FRONT DOOR

Note: if you change/add a new door fixture finish all finishes must match (door knobs, kick plates, light fixtures, peep holes etc.) The acceptable styles as of the date of these revised guidelines are **silver or gold**. (See exterior lighting for examples of finishes)

- c. **Approved Front Door Colors-** An application is not required to repaint front doors as long as one of the following colors which coordinates with the siding color is selected. The approved door colors can be purchased from Sherwin Williams paint store, 696b Elden Street, Herndon, VA 20170.

Siding Color	Door Color	Sherwin Williams Paint Code
Champagne	Rock Garden (Green)	#6195
	French Roast (Brown)	#6069
	Red Bay (Red)	#6321
Cream	Rock Garden (Green)	#6195
	French Roast (Brown)	#6069
	Red Bay (Red)	#6321
Gray	Gibraltar (Dark Gray)	#6257
	French Roast (Brown)	#6069
	Red Bay (Red)	#6321
Silver	Gibraltar (Dark Gray)	#6257
	Red Bay (Red)	#6321
	Denim (Blue)	#6523

Tan	Rock Garden (Green)	#6195
	French Roast (Brown)	#6069
	Red Bay (Red)	#6321
Wedgewood	Red Bay (Red)	#6321
	Gibraltar (Dark Gray)	#6257
	Denim (Blue)	#6523

8. DOGHOUSES AND DOG RUNS

Doghouses are not permitted. Dog runs are not permitted. Pets shall not be chained/leashed to decks, fences, patios, trees or staked on any common area.

9. EXTERIOR AIR CONDITIONERS

Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps should typically be located in the rear of the unit. They may be relocated or added if there is no adverse visual impact to adjoining properties. The ARC must approve such relocation or addition.

10. EXTERIOR DECORATIVE OBJECTS

Approval is required for all exterior decorative objects, whether natural or man-made that were not a part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: tree stumps, driftwood, garden sculptures, weather vanes, trellis, bird baths, fountains, free standing poles of all types, and any items attached to approved structures. All items must be reasonably secured to prevent them from being blown into neighboring areas during inclement weather.

These are evaluated in terms of their general appropriateness, size, location, compatibility with the architectural and environmental design qualities and visual impact on the neighborhood.

Unapproved sculptures, trellis, garden statues, birdbaths, birdhouses, and other similar items are restricted to rear yard location and should not be visible from the front yard or street.

11. EXTERIOR LIGHTING

- a. Lighting which is a part of the original structure may be replaced without prior approval of the ARC; however, replacement of original fixtures must be directly compatible in **style, materials and scale** with the original fixtures being replaced. Light fixtures should be the 'Carriage Style' lights. Approved finishes are silver, or gold.

Front Fixture Information- Carriage Lamp Style



GOLD SAMPLE

Dimensions: 25"H x 7"W x 7"D

Gold lamp found: LightingDirect.com

Model: 8510-02



SILVER SAMPLE

Dimensions: 24"H x 7" x 6.75"

Silver lamp found: Lowes (store or online)

Model: 1103-PW

b. Rear Fixture Information

Color: Black or White Cast Aluminum

Dimensions: 8"H x 4 ½" W x 6" length

Style: Should match as closely to the original as possible as similar to the example below. Please refer to your existing fixture or the fixtures on adjacent properties. Refer any questions to the ARC or property manager.



- c. Security, Flood, or Motion Activated Lighting-** Requires prior approval from the ARC and will only be approved on the rear or side of a unit where there is minimal impact on neighboring units. Security/flood lights should not be aimed in such a way that they shine directly at a neighboring unit.
- d. Decorative or Landscape Lighting-** Limited to low voltage lighting and must be properly maintained.

12. FENCES

All fence installation requires approval of the ARC. General guidelines for construction and approval for fences are as follows:

- a. **Unpermitted Styles-** Chain-link, barbed wire, chain and post, or any other alternative style of fencing than what is described in part b of this section is not permitted.
- b. **Rear Unit Fences-** Shall be a board-on-board style composed of cedar or pressure treated pine.
- c. **Construction-** Allowable fences shall be a privacy fence consisting of 4"x 4" support posts and 6' high alternating boards.
- d. **Color-** The color of the fence should match that of any existing deck. See section 6 of this document for approved colors.
- e. **Size-** All rear fencing may extend no further than 10 feet from the back of the unit. Fencing extending further than 10 feet from the back of the unit are considered on a case by case basis depending on the topography and size of the rear area of the units and, only if the rest of the units on that particular row also follow suit. Should a group of neighbors decide to embark upon this project, they must consult the ARC or property manager for further guidance.
- f. **Location of Fencing-** No fencing is permitted in the front or side yard of the unit.
- g. **Gates-** Fence gates shall be in the same board-on-board style as the rest of the fence and may either be flush with the existing fence or have a simple decorative arc at the top. See examples of acceptable styles:



- h. **Maintenance Responsibility-** RRCA assumes responsibility for the repair of parallel fencing, which is established to divide property between units, only. Rear fencing, gates and other fences are the responsibility of the homeowner. Any disrepair of parallel fencing should be reported to the Association.

13. FIREWOOD

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases. Firewood should be stacked in piles which do not exceed eight (8) feet in length and four (4) feet in height for both aesthetic and safety considerations and should be kept one (1) foot away from the side of the unit.

14. FLAG POLES

Permanent, freestanding flagpoles are prohibited. Temporary flagpole staffs that do not exceed six (6) feet in length and are attached at an incline to the wall or pillar of the dwelling unit are acceptable. Unit owners are responsible for the repair of any exterior or interior damage as a result of flag pole holders improperly installed to the siding or trim.

15. HOT TUBS/SPAS

Exterior hot tubs or spas must be located in the rear yard of the unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged and requires the approval of the ARC.

- a. The exterior finish of an elevated hot tub should blend with the exterior finish of the unit, deck or patio to which attached or most closely related.
- b. While back fencing is not required, unit owners who wish to install hot tubs or spas must enclose and secure the rear yard area with approved fencing and locks. The homeowner must also take appropriate measures to secure hot tubs with approved covers and/or enclosures as appropriate when the items is not in use. The homeowner is responsible for any and all accidents resulting from negligence.

16. GREENHOUSES/SUNROOMS/ADDITIONS

Greenhouses, sunrooms, or other attached or detached structures such as an addition, are not permitted.

17. GRILLS & BARBECUES

- a. **Use-** The Loudoun County Fire Code provides that all 'open flame' cooking grills, to include gas or charcoal drills, hibachis or similar types of cooking devices, shall not be operated on combustible balconies, decks or within fifteen (15) feet of any combustible balconies or within fifteen (15) feet of any combustible construction.
- b. **Storage-** Portable or freestanding grills must be stored in the rear yard/deck of the unit and covered. Grill covers must be in good repair and secured to prevent notice and dislocation by the wind.
- c. To avoid an unattractive visual effect, a maximum of one (1) grill stored in rear areas and/or decks is allowed.

18. HANDRAILS

- a. New or replacement handrails installed on the front portion of the unit require prior approval.
- b. Handrails must be constructed of metal, painted white and must match exactly the style of the other handrails in the neighborhood. See photo example:



19. LANDSCAPING

All major landscape installations must be approved in advance. In general, an application is not required for minor landscape improvements with the following exceptions:

- a.** No clearing of vegetation from unit or buffer areas or Rolling Ridge common areas is allowed without prior written approved of the ARC . Unit owners who remove materials without permission will be financially liable for returning the area to its original condition.
- b.** Resurfacing and/or re-landscaping a front bed requires approval from the ARC.
- c.** Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two (2) feet in height.
- d.** An application is required for the installation of all landscape timbers or similar structures to be located in front yards. The use of railroad ties is prohibited.
- e.** A proposed improvement of scale or type that is consistent with the existing design features of the unit, adjacent units and the surrounding area will require review and approval. Examples include the substantial or total removal of turf, bushes, trees and replacement with another material or plant.
- f.** The installation of a flower bed border of any type requires approval.
- g.** The installation of a tree of any kind requires approval.
- h.** The use of gravel, lava rock or any other material in lieu of mulch requires approval.
- i.** The planting of mint, bamboo, or other such perennial plants which are invasive, spread rapidly and can be difficult to contain is prohibited. The association's landscapers will be instructed to remove such plants immediately.

The following guidelines are for minor landscaping and gardening:

- a.** Addition of small perennial plants that improve the aesthetic and seasonal color in the front/side/rear bed is allowed and encouraged. Dead plants must be removed immediately.
- b.** Should a unit owner request that the Association's landscapers not maintain their front flower beds, the unit owner then assumes responsibility for mulching, weeding and properly maintaining the bed. The Association reserves the right to resume maintenance of the front bed if the unit owner is not doing so.
- c.** Plants in containers or hanging plants are allowed in front and rear areas provided they are secure, do not infringe upon walkways and are neatly kept, viable plants. Pots or containers that are merely placed 'set atop' on deck railings are not secure, and therefore are not allowed. Containers with dirt only or dead plants must be stored out of sight when not in use. HOLES MAY NOT BE PUT IN THE SIDING OR TRIM OF THE BUILDING IN ORDER TO HANG PLANTS.
- d.** Vegetable gardens shall be located behind the rear plane of the house and only within the unit owner's property boundaries (10 feet from the rear of the unit). Vegetable gardens in excess of sixteen (16) square feet require approval and may require screening or a fence area. Corn stalks or garden plants exceeding 5 feet in any area are prohibited.
- e.** Creeping plants, such as vines, shall be allowed in pre-approved areas and may not attach to any common structures, including siding, fencing or other items. Climbing plants may climb on affixed poles, trellises or other approved items. Vines must be well kept and may not infringe on any adjacent property.
- f.** The unit owner must obtain prior approval for front yard placement of lawn ornaments, wind chimes, birdhouses, trellises and other such items. These items are evaluated

based on their aesthetic appearance, impact to neighbors, weight/size consideration and conveyance, and are limited in terms of quantity.

20. MAILBOXES

All unit owners have access to the freestanding mailboxes which conform to County and Postal regulations. Missing or replacement mailbox keys are distributed by the US Post Office near Sterling Boulevard.

21. MOVING

To maintain a comfortable, non-disruptive environment for all community members, the following policy is in effect for all residents moving into/out of the Rolling Ridge Community.

- a. Moving times shall comply with the Loudoun County noise ordinance times of 6am-11pm.
- b. Moving vans/trucks can be disruptive and should never park in fire lanes or in a manner that disrupts traffic. Moving vans that must unavoidably block parked cars must be fully attended to at all times to accommodate homeowners who wish to leave.
- c. Moving vans may not be parked in the community for more than 48 hours and are encouraged to be parked on Thomas Jefferson Drive or Hillcrest Drive.

22. PARKING

Each unit has permanent access to two (2) parking spaces. The assigned parking space is marked with a corresponding unit number from 1-180. All other spaces, whether marked as such or not, are visitor spaces. RRCA maintains a towing relationship to respond to parking violations. Violators can be reported to the towing company listed on the posted signage in the community for immediate towing. Please see Rolling Ridge Parking Policy.

23. PATIOS

- a. All patios require approval. Patios should only be located in rear yards and adhere to the following: The patio must be properly sloped so that water runs away from the unit(s); the slope and/or construction of the patio should not cause an adverse effect on the unit or neighboring units. Any adverse effect on the unit or adjacent unit(s) caused by the improper installation/slope or the settling/shifting of the patio over time, are the unit owner's responsibility to correct. .
- b. Patios may not extend further than 10 (ten) feet from the back of the unit.
The maintenance and repair of the patio is the responsibility of the unit owner regardless of whether it was installed by a previous owner or the builder.

24. PETS

To preserve aesthetic appearance, safety and sanitation to our community residents and their guests must comply with the following regulations:

- a. Unit owners are required to abide by Chapter 612, Section (a)(9) of the Codified Ordinances of Loudoun County which states that failing to removed immediately your dog's feces from any residential subdivision including common areas of a homeowner's association constitutes a misdemeanor.
- b. Residents may report any violations(s) to the Loudoun County Health Department (703-777-0236). Any noted violations should also be reported to the Association's property manager with specific information as to the address of the owner, time, date and description of the pet.
- c. The Association has extended permission to both the Loudoun County Director of Animal Control and the Loudoun County Animal Warden to enforce all applicable

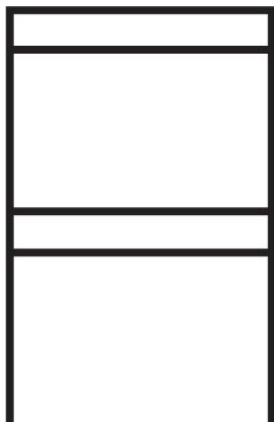
portions of the Loudoun County Code regarding animals and pets within the common areas.

- d.** Pet owners shall be responsible for immediate clean-up of pet waste. Pet waste stations have been placed through the community for convenient adherence to this regulation. Decks, patios, walks, yards and common areas must be kept free of pet wastes. Owners are responsible for proper disposal of pet waste.
- e.** All pets must have appropriate shots, licenses and tags, as required by Loudoun County Code.
- f.** According to Association Bylaws, each condominium unit shall be restricted to a maximum of two (2) pets: either 2 cats, 2 dogs or one of each.
- g.** No animal, other than common household pets, shall be kept or maintained in any unit. Common household pets shall not be kept, bred or maintained for commercial purposes in any living unit.
- h.** 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: constant barking, crying, scratching, or being hygienically offensive.
- i.** Dog runs are not permitted. Pets shall not be chained/leashed to decks, patios, trees or staked on any common area.
- j.** Owners and all other persons who are owners and/or custodians of pets shall not allow such pets to run at large in the community. A dog 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 reasonable person as defined in the Loudoun County Code. This applies to cats, dogs, and other pets. Residents may report any violations to the Loudoun County Animal Control (703) 777-0406 or the Loudoun County Police Non-Emergency line (703) 777-1021.
- k.** Pet owners shall incur all costs for repairing damage to common area or personal property and replacement of shrubs and sod, as necessary, caused by their pets(s).

25. REAL ESTATE SIGNS

Only one sign advertising a property for sale or rent may be displayed on a lot at any time and does not require prior approval. Unit owners are responsible for informing their real-estate agents of the Association's regulations prior to the sign installation:

- a.** Only metal-framed or spike in the ground, lawn signs are permitted as shown:



WHERE A POST WOULD BE INSTALLED
ABOVE THE SPIKE ↓



26. RECREATION AND PLAY EQUIPMENT

Semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, requires approval. Examples include sand boxes, playhouses, swing-sets, teeter-totters, etc. The following factors will govern approval of such equipment:

- a. **Location-** Generally, such equipment should be placed in rear yards.
- b. **Scale and Design-** The equipment should be generally compatible with the size of the area for placement. The design and any visual screening are additional consideration in evaluating whether or not there is an adverse visual impact.
- c. **Color and Materials-** Equipment constructed of wood should be left to age naturally or treated with a clear wood sealer. Metal play equipment should be painted solid earth tones (i.e. brown, tan, or dark green) to blend with the natural environment.
- d. **Basketball Backboards-** No basketball backboards may be attached to the units. No permanent freestanding backboards may be installed on the exterior area of the unit or in the common area. Use of the basketball courts at Briar Patch Park or the nearby schools is encouraged.

27. SATELLITE DISHES

- a. Satellite dish installation requires prior approval from the ARC.
- b. Satellites may not be installed onto roofs or shingles.
- c. **Approved Locations-** Dish must be located on the rear half of the unit. If attached to fascia board along the side of the roof, the dish must be located below the ridgeline of the roof. Mounting brackets must be attached to a trim surface where there is a stud or beam with one of the following acceptable mounting methods:
 - Chimney Mount
 - Wall Mount
 - Soffit Mount
 - Eave Mount
 - Bigfoot Mount
 - Fence Mount
 - Pole Mount
- d. All installation holes left from drilling must filled with a generous amount of neutral or clear colored silicon applied neatly to protect against leaks. The unit owner is responsible to repair any exterior or interior damage caused to the unit as a result of improper installation.
- e. **Cables-** Cables running from the dish to the interior of the home should be run internally and must be concealed and as inconspicuous as possible, never dangling and must blend with the color of the house. Installer should use a cable snake to route through walls and ceilings and use available attic or basement space for easy cable routing. **It is inappropriate to route cables outside the house and drill through siding or walls as a shortcut. Such installation is immediately be deemed a violation.** As an example of an easy route for the cable: First, run the cable from the dish, along the underside of the roofline and into the attic. Second, run cable through the attic to above the wall adjacent to your television. Finally, drill through the attic floor, in-between the wall.
- f. **Conveyance-** Satellite dishes do not convey upon the sale of a condominium unit, thus, the unit owner shall complete removal of the satellite dish upon the sale of the condominium unit, unless the new owner expresses, in writing, the desire to keep the dish. During removal, repair of the holes and wood shall be done at the expense of the departing owner.

28. SEASONAL DECORATIONS

Holiday decorations are welcome and should be left up no longer than 30 days prior to, and 30 days after a holiday. This extends to lawn ornaments, holiday lights, and exterior decorations of any kind. When affixing decorations, no holes may be punctured in the siding or trim. Unit owners are encouraged to utilize removable adhesive hooks. Unit owners may be billed for such repairs to siding or trim resulting from non-compliance to this regulation.

29. SECURITY BARS

The use of security bars or grates on windows and doors is prohibited.

30. SECURITY SIGNS

Two security signs, each not exceeding a total of 8"x8", or sixty-four (64) square inches may be posted on the property. Only one sign may be posted forward of the front plane of the unit. The approved location shall be at the front door or in shrubbery within five (5) feet of the front door. A second sign may be posed in the rear yard.

31. SKYLIGHTS

Only skylights installed during the original unit construction are approved. New skylights are not permitted on RRCA units. Unit owners are responsible for all repair and/or roofline and internal damage associated with skylights that have been installed without RRCA approval.

32. SOLAR PANELS

Solar panels and solar collectors are not permitted.

33. SOLICITATION

As a Condominium Association, Rolling Ridge is a private property with a policy of no solicitation for all units. Individuals leaving flyers of any kind on doors or vehicles, conducting door-to-door sales or promotion are legally trespassing on RRCA property and may be punished by law. Many solicitors ignore this rule and/or fail to see the posted notice at the entrance to the community. Unit owners have full rights to inform offenders of this policy by respectfully asking them to cease solicitation. Unit owners experiencing repeat violations should report violators to the BOD or the property manager.

34. SHEDS AND STORAGE STRUCTURES

- a. All sheds and storage structures require approval.
- b. **Shed Design-** The architectural design of the shed should be compatible to that of the design of the unit. Finish materials should be the same as the exterior of the unit including siding and roof.
- c. **Storage Structures Design-** Plastic storage structures are permitted and should be neutral in color.
- d. **Size-** Sheds and storage structures should not exceed 140 square feet of floor space and should be no taller than the fence line six (6) feet in height.
- e. **Placement-** Sheds and storage structures should not block any ingress/egress sliding glass doors or fence entry areas. Storage sheds shall be restricted to rear yard locations only and should not be visible from the front of the unit. Sheds and storage structures should be freestanding and not attached to the unit.
- f. All sheds and storage structures should be kept in good repair with all doors attached and functional.
- g. All sheds and storage structures shall not interfere with the aesthetic of the area.

35. STORAGE PODS AND DUMPSTERS

- a. The unit owner should **notify the property manager prior to placement** of any storage Pods or dumpsters. These items may not remain in place any longer than ten (10) days.
- b. **Storage Pods-** are permitted provided they are small enough to be placed within one (1) of the assigned numbered parking space of the unit owner.
- c. **Dumpsters-** Unit owners are encouraged to dispose immediately of interior demolition materials by loading a truck rather than a dumpster. In such cases where this is not possible, the use of a dumpster may be permitted with prior notification to the property manager. Dumpsters must be small enough to fit within one (1) of the assigned numbered parking spaces of the unit owner.
- d. When the assigned parking space of the unit is occupied by a dumpster or storage pod, the unit owner will not park their vehicles in visitor spaces but will utilize the street parking on Hillcrest or Thomas Jefferson Drive.

36. STOOPS AND WALKWAYS

The cement sidewalks and stoops leading directly to each respective unit is the responsibility of the unit owner to maintain.

- a. Stoops and sidewalks must be kept in the original, natural cement material.
- b. Stoops and sidewalks may not be painted or replaced with a different material such as brick, stamped or stained concrete or stone.
- c. Stoops and sidewalks must be properly maintained. Signs of disrepair can include cement that is: flaking, shifting, cracked, uneven, buckling, broken or missing pieces. The condition of the cement stoops and sidewalks is assessed annually and, as with other areas of maintenance responsibility, unit owners are required to make repairs as needed.
- d. New walkways and stoops shall be constructed to the same standard size/width/height and style as is found elsewhere in the community.

37. SWIMMING POOLS

Small, temporary swimming pools for young children are permitted provided the pools are located within the rear, limited property and are set up for use no longer than 48 hours to prevent grass and/or common area damage or a breeding ground for mosquitos. When in use, ie. Filled with water, children's swimming pools must be **supervised at all times** by the user, who shall assume full responsibility for the safety of individuals inside and around the swimming pool. When not in use, swimming pools shall be emptied of water and shall not be stored within public view. Other than as described in this section and as exemplified below, no other pools are allowed:



38. TRASH STORAGE AND HANDLING

- a. Trash and recycling may be left out no earlier than 7pm the evening prior to collection.

- b. When not at the curb for pick up, trash and recycling should be neatly stored in the rear of the home inside of proper trash/recycling **receptacles with lids**. To limit the attraction of rats, raccoons, skunks etc., trash in **bags** may not be stored outside.
- c. Unit owners are encouraged to label their trash and recycling receptacles with their address.
- d. Oversized/bulk items such as furniture must be scheduled for pick up in advance by calling the association's trash company. Most bulk items are picked up free of charge by a separate truck.
- e. Trash shall not be allowed to accumulate in the rear of the unit. See *Standards for Property Maintenance*
- f. The dumping of trash or any other items into the common areas is prohibited.

39. WINDOWS AND SCREENS

- a. All windows are the responsibility of the unit owner to maintain.
- b. The replacement of windows does not require prior approval as long as the replacement windows match exactly to the current window scheme of the neighborhood as described in c. and d. below.
- c. Storm/screen windows must have frames that match the color of the exterior window trim (white).
- d. With the exception of storm doors, all windows must have white grid lines inside to match the existing windows.
- e. The installation of a window where a window does not currently exist or replacing an existing window with one of a different size, will require an application and prior approval.
- f. All door and window screens shall be in good repair at all times and are the responsibility of the unit owner. Screens shall sit flush and square in the window openings. Disrepair shall be noted as having rips, holes, tears and or noticeable gashes, dents or filth/dirt on the window screening, as well as broken, protruding, or distorted screen framing.
- g. All windows and doors must be professionally installed. The owner is responsible for any damage caused to the exterior siding, trim or other fixtures due to improper installation. The association will also not be responsible for repairs to interior damage caused by water leakage due to improper installation of windows or doors. The association reserves the right to hire a professional to inspect any recently installed windows or doors to ensure proper installation has been performed.
- h. **Interior window coverings-** Interior window coverings which are visible from the street should be those items typically used such as: curtains, window blinds or shades. The use of alternative window coverings such as, but not limited to, bed sheets, plastic, reflective materials, plywood, cardboard is not permitted.