



## **Sudley Village HOA Architectural Rules and Regulations**

### **A. DUTIES AND RESPONSIBILITIES**

The Architectural Review Committee (ARC) shall:

1. Enforce the provisions of the Declarations of Covenants relative to the architectural control, maintenance and use of property.
2. Approve or disapprove project applications within thirty (30) days of receipt of a completed application by the ARC.
3. Provide the Board of Directors with written minutes of ARC meetings upon request.
4. Monitor property owners' maintenance of their properties, to require that the properties are kept neat, attractive, and free from health or safety hazards.
5. Provide recommendations to the Board of Directors on matters relating to the maintenance of and additions or exterior modifications to residences.
6. Notify property owners on whose property violations of the Covenants or of these Rules and Regulations have been noted and request these violations be corrected. Notification of these violations shall be by first class mail.
7. Notify the Board of Directors of any violations that have not been corrected after the property owner has been notified in accordance with Section I, A
8. Take all actions considered necessary and reasonable in performance of the foregoing duties and responsibilities.

### **SECTION I – ARCHITECTURAL CONTROL COMMITTEE APPROVAL**

#### **A. GENERAL RULES**

1. Exterior additions, changes, or alterations to the dwelling on any lot shall not be made without prior approval of plans and specifications by the ARC.
2. No building, fence, wall, or other structure shall be commenced, erected, or maintained upon any lot without approval of the addition by the ARC and without prior approval of final plans and specifications.
3. Adjoining property owners, for the purposes of this application, are defined as the owners of the unit to each side of the unit where the construction is being requested
4. Property owners planning an outdoor addition or modification should submit their application to the ARC a minimum of sixty days prior to the scheduled commencement of the project to allow time for reapplication or correction of violations or unapproved modifications.
5. All applications for additions or modifications shall include plans, lot plats and specifications that show the nature, kind, appearance, shape, height, materials, color, and location of actual and proposed structures on the lot. Pictures and brochures, paint samples, etc. are encouraged. These plans and specifications will not be returned. Siding, paint and roofing shingle samples must be provided with the application to prevent processing delays. These plans, samples, and specifications will not be returned. No deviations to submitted applications are permitted without the prior written approval of the ARC or the Board.

6. Applications requesting a non-structural change, e.g., different color, to an existing structure, should detail the existing structure and the proposed change. For changes in paint color, siding color, and roofing shingles, samples of the proposed color should be included. These samples will not be returned
7. All applications shall be evaluated for harmony of design and location in surrounding structures and topography.
8. All applications shall be answered in writing within thirty (30) days of receipt of the completed application by the ARC. Copies of this correspondence shall be maintained by the ARC.
9. Townhome applications require approval of adjacent property owners. Adjacent property owners, for the purposes of this application, are defined as those property owners on either side. All other properties may be asked to obtain adjacent property owner signatures. Adjacent property for single family homes may include across the street from and immediately behind the site of the installation.
10. The approval for an application will be revoked if the project is not completed within 180 days of the date of the approval or within a time frame specified by the ARC in the approval. Once construction of a project commences, the project shall be completed within three (3) months from the date the Board and/or the ARC has approved of the construction in writing, otherwise it may be considered a nuisance and a safety hazard for neighbors and the community. Requests for an extension may be submitted to the ARC for their review and consideration.
11. The Architectural Review Committee reserves the right to grant an extension of time if appropriate.
12. The Architectural Review Committee and/or the Board of Directors reserve the right to inspect all modification/additions to ensure that they are completed as approved and planned. In the event, any modification and/or addition is not completed as approved, the ARC reserves the right to revoke such approval, and the modification and/or addition shall be required to be corrected or removed.

## **B. PROCEDURES FOR SUBMITTING APPLICATIONS**

The applicant should contact the management company and request an Architectural Change Request form by fax or by mail. The form should be filled out completely and returned to the ARC thirty (30) days prior to commencing work, to allow time for processing with the ARC. Incomplete submissions will be returned. A complete application should contain the following information:

Name of applicant.

Address of applicant and address at which project will be located if different from that of applicant.

Telephone number of applicant.

1. A written description of the requested project, including:
  - a) Type of change, e.g., deck construction, fence construction, addition of garage, shed construction, etc.
  - b) Size, e.g., length, width, and height.
  - c) Specify all materials in detail to be used in the project.
  - d) Color of the project; if the project is to be painted, stained or natural; and type of wood if left natural.

- e) Location of the proposed project in relation to neighboring property and structures, e.g., distance from existing structures and/or property lines, etc. All county set back requirements must be met.
  - f) Owner shall be responsible for obtaining any and all required County inspections and/or permits, at its sole expense.
2. One copy of the lot plat, marked to show the location of the requested structural addition or modification, shall be included with the application. Each property owner receives a lot plat from the seller upon settlement. If you cannot locate the copy of your PLAT please contact Prince William County for assistance. The copy provided with your request will not be returned. The location of structures on neighboring properties and the location of the proposed fence in relation to the street and the side of the applicant's residence must be included on all applications for construction of a fence.
3. Estimated Start and Completion Dates, to include the entire estimated project timeframe.

### **C. MAILING ADDRESS**

All applications should be sent to the ARC at the following address:

Sudley Village HOA  
ATTN: Architectural Review Committee  
10692-A Crestwood Drive  
Manassas, VA 20109

703-369-6535

### **D. PROJECTS NOT REQUIRING ARC APPROVAL**

- 1. Painting, to include exterior trim, doors, and shutters, if painting to touch up existing approved color. (repainting of entire house requires approval)
- 2. Replacement of brick or siding in the original styles and colors of existing brick or siding.
- 3. Installation of white or black storm doors or storm doors that match existing shutters and/or trim.
- 4. Replacement of windows in the color and style of the original windows.
- 5. Replacement of roofing materials in style and color of the existing roof.
- 6. Customary name and address signs.
- 7. Signs advertising the lot for sale or rent on private property
- 8. Landscaping, excluding exterior decorative items discussed in Section II. A.1, below.
- 9. Low wattage landscape lights in reasonable number and customary use do not require prior approval from the ARC.
- 10. Invisible Fencing

## **SECTION II – STANDARDS AND GUIDELINES**

### **A. MAINTENANCE / ARCHITECTURAL GUIDELINES**

Each property owner is responsible for maintenance of the structures and landscaping on property.

- 1. Landscaping: The property owner shall keep all shrubs, trees, grass, and plants of any kind neatly trimmed, properly cultivated, and free of trash, weeds, and other unsightly material.

This includes plants, grass, trees and shrubbery in setback areas, areas between the sidewalk and curb, and all other areas within the property line.

- a. The lawn shall be covered by living grass or other suitable ground cover, e.g., zoysia, ivy, flowers, etc., except where appropriate and approved landscaping materials, e.g., timbers, trees, shrubs, flowers, mulch, brick, stone chips, etc., are in use. Crab grass, broad leaf clover, dandelions and other plants normally considered weeds are not acceptable.
  - b. Lawns shall be cut periodically, but often enough so that grass is no longer than six inches.
  - c. Heavily shaded or steeply sloped lawn areas should be planted with appropriate ground cover or landscaped so that erosion is prevented, topsoil kept in place, and attractiveness maintained.
  - d. Property owners shall maintain all structures on the property.
  - e. Exterior decorative objects, e.g., birdbaths, statues, wagon wheels, fountains, etc., shall be considered on an individual basis.
  - f. No hedges, (e.g., privacy and privet hedges) shall be installed, placed or maintained closer to the street than the front corner of the residence on the lot.
2. Siding: Siding must be free of noticeable dents, rips, dirt, stains, missing pieces or other defects.
- a. Siding, gutters, trim, doors, shutters and all painted surfaces must be regularly and periodically maintained so there is no noticeable/excessive fading, distortion, scratching, discoloration, dirt, cracking or peeling, mildew or mold, etc., which detracts from the harmonious relationship of one color to another and of one house to its neighbors.
  - b. Painted surfaces, to include concrete foundations, should not exhibit cracking, peeling, discoloration, mildew or mold.
3. Windows: All windows and window screens must be kept in good repair so that no noticeable broken or missing panes or screens, rips, tears, holes or discolorations are seen. Any windows that normally have screens should maintain such screens in proper condition. Window screens must be maintained on all windows, or no windows. Periodic re-caulking around windows, doors, stoops, and foundations is required to keep air and water infiltration to a minimum and maintain a good appearance.
4. Outside Play Equipment: Play equipment, both permanent and portable, will be kept in good condition. Only portable lawn furniture and play equipment are allowed in the front yard without ARC approval, and should be stored out of sight when not in use. Permanent play equipment such as basketball hoops requires approval of the ARC.

Accessibility Ramps/Modifications: Any exterior modifications required due to a disability (e.g. wheel chair accessible ramp) require prior approval, in accordance with the federal and Virginia Fair Housing Act, and must be consistent with the materials and appearance of the home.

## **B. NUISANCE**

No nuisance shall be permitted to exist or operate in any home or upon any lot upon which said home has been constructed so as to jeopardize or adversely affect property values or to be detrimental to the well-being of property owners.

Property owners are responsible for maintenance of their property in accordance with Section II.A. The property owner shall ensure that property is kept free of rubbish and debris or any other substance that would make the property unsanitary, unsightly, offensive, or detrimental to any other property or property owner.

1. Clotheslines: No clothing, laundry, or wash shall be aired or dried on any portion of the Lots or anywhere else within the Property. This includes clotheslines or other drying equipment.
2. Barbecue Grills: Portable grills allowed. No permanent grills.
3. Firewood: Not Allowed
4. Antenna: No antenna, satellite receiving station, or other device for the transmission or reception of telephone, radio, or other form of electromagnetic radiation shall be erected, used, or maintained outdoors on any property except as allowed by law. Those allowed by law are preferred to be placed in an unobtrusive location. Recommended areas for installation of satellite dishes include the following: rear yard and rear roof under the roof line.
5. Air Conditioners: Window units allowed temporarily if main unit is out of service. Exterior units may be added or relocated with an architectural review and approval. An application is required.
6. Hot Tubs & Spas: Not allowed
7. Recreational Ramps: No skateboard ramp, bicycle ramp, or any other structure designed for recreational use shall be constructed, erected, or maintained on any private lot, except with prior written permission of the Sudley Village HOA Board of Directors.  
Applications for construction of such structures on private property shall include signed statements from adjacent property owners concurring in the request.
8. Security Systems: Security systems with exterior sirens and/or strobe lights require an ARC Application.
  - a) Property owners are prohibited from installing horns, whistles, bells, or other sound devices, except as part of security systems used exclusively for such purposes, on their property.
  - b) Security cameras may not encroach upon common areas or another homeowner's property.
  - c) Security cameras may not be directed toward the windows or doors of adjacent homes or otherwise intrude on their privacy.
  - d) Should reasonable complaints concerning use or appearance of the installation of security devices be received, the ARC reserves the right to revoke approval of the application and to require that the installation be removed.

## **C. ANIMALS**

No animal shall be chained or tied on common areas so as to pose a risk or nuisance to other residents. No applications for establishing or maintaining commercial facilities for boarding or training animals shall be approved.

1. Dog Runs: Not allowed
2. Dog Houses: Not allowed
3. Quantity of Animals and Types of Animals: No horse, pony, cow, chicken, pig, hog, sheep, goat, or other livestock, poultry, undomesticated, vicious or wild animal shall be kept or maintained on any lot; however, common household pets such as dogs and cats in a reasonable number as determined by the Board may be kept provided they are not kept, bred, or maintained for commercial purposes and do not create a nuisance or annoyance to the surrounding lots or to the neighborhood.
4. Leash Laws: Pet owners are expected to adhere to leash laws and to clean up after their pets. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited on lots and common areas. Pet owners shall be responsible for any and all costs for repairing damage to common areas. Pet owners must respect the private property of others. Pets are not allowed to trespass on private lawns and should be walked in designated areas only.

## **D. TRASH**

1. No household trash, litter, other debris or bulk items will be left out in public view except on the days of regular trash pick-up and at that time all trash must be in containers. The trash pick-up day commences on the afternoon of the day before the actual pick-up. The empty trash containers shall be placed in the rear (not the side) of your property following the company's removal of the trash, but not later than the evening of that pick-up day. All bulk items need to have scheduled trash hauling removal.
2. Bagged trash cannot be stored loose outdoors. All trash must be placed in a container with a lid. All household trash should be adequately contained in containers with lids or disposed of in such a manner that it cannot be spread by wind or animals.

## **E. IN-HOME BUSINESSES**

In-home businesses are permitted provided they are in compliance with Prince William County regulations and provided they are non-customer oriented businesses with no exterior evidence of their existence and no employees other than those who reside in the home. Customer oriented businesses may not operate without the express written consent of the Board of Directors.

## **SECTION III – STRUCTURES AND INSTALLATIONS**

### **A. PRIMARY STRUCTURE**

Additions to the primary structure, to include porches, shall match the color and original style of the structure, to include trim, exterior fixtures, windows, and doors. The following guidelines considered during the application review process will include Location, Scale, Color Materials, and Workmanship.

1. Location – The proposed modification should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage.
2. Scale – The size of the proposed modification should relate favorably to adjacent structures and its surroundings.
3. Color – Parts of the addition that are similar to the existing house such as roofs, siding and trim should be matching in color to the house and all colors should have approval. No house should have more than 3 approved colors at one time. Color changes require approval.
4. Materials – Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house.
5. Workmanship – Workmanship is another standard which is applied to all exterior modifications. The quality of work should be equal to or better than that of the community.

### **B. DETACHED OR AUXILIARY STRUCTURES**

1. Front Walkway Railings - Railings for front walkways in attached housing areas shall be the same in style and color as those currently existing in the neighboring homes in which the requested railing shall be installed, unless otherwise determined by the ARC.
2. Treehouse/Playhouse/Dog House (not allowed)
  - a) No treehouse shall be erected, constructed, or maintained.
  - b) No Playhouses and doghouses may be erected

### **C. PATIOS**

1. Prior written approval of all patio designs must be obtained from ARC before any patio is constructed.
2. Patios shall be located in front of the residence.
3. The scale, color, location and design shall be compatible with the lot, house, and surroundings.
4. Applicants are responsible for ensuring all alterations, reconstruction or new construction of patios do not have an adverse impact on grade or other conditions that may affect drainage.
5. Applicants must obtain all required zoning and building permits and inspections as required by Prince William County.
6. In addition to meeting the aforementioned requirements, applications for construction of a patio on a townhouse lot shall include signed statements from adjoining property owners agreeing to the proposed addition

### **E. FENCES AND ENCLOSURE WALLS (not allowed)**

1. A fence is a structure serving as an enclosure, a barrier, or a boundary, usually made of posts or stakes joined together by boards or rails. An enclosure wall is a structure serving as an enclosure, a barrier, or a boundary, usually made of brick, stone, concrete and/or other masonry.