

HAMPTON FOREST

HOMEOWNERS ASSOCIATION

ARCHITECTURAL STANDARDS

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HAMPTON FOREST HOMEOWNERS ASSOCIATION

ARCHITECTURAL STANDARDS

I. GENERAL INFORMATION

A. *POLICY AND OBJECTIVES*

The Articles of Incorporation of Hampton Forest Homeowners Association provide that "the affairs of this Association shall be managed by a Board of Directors". The By-Laws provide that it is the responsibility of the Board of Directors "to supervise all officers, agents and employees of this Association, and to see that their duties are properly performed". Under the By-Laws, the Architectural Review Board (also referred to as "ARB") is a committee whose members are appointed by, and removable by, the Board of Directors. Among the responsibilities of the Board of Directors, as outlined in the governing documents, including the Declaration of Covenants, Conditions and Restrictions (the "Declaration"), are confirming the adoption of architectural standards, hearing appeals from the ARB, and deciding how to enforce ARB decisions.

The Declaration of the Hampton Forest Homeowners Association delegate the ARB the responsibility "to regulate the external design, appearance and locations of the properties within the Association and improvements thereon in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography".

The purpose of the Architectural Standards is to achieve the following:

1. To establish objective architectural standards for exterior alterations to any aspect of the property visible from outside the property which allow for subjective choice of personal taste within a range acceptable to the community as a whole.
2. To assure homeowners and prospective homeowners that, in the interest of increasing all homeowners use and enjoyment of their properties, a standard of quality in architectural style will be maintained, and the community's overall appearance will be enhanced.
3. To place all homeowners and prospective homeowners on notice that while justifiable exceptions to these standards may be made in unique and compelling circumstances, deviations from established norms of the community is prohibited.
4. To assist homeowners in preparing an application to the ARB, to increase the resident's awareness, understanding and voluntary compliance with the Declaration, and to build homeowners consensus on the "look and feel" of the community as a whole.
5. To serve as a broad based reference text for homeowners, the ARB and the Board of Directors in evaluating improvements and alterations for which homeowners most commonly submit applications. These Standards are not intended to be inclusive or exclusive but rather serve as a guide to what may be done, particularly on the most common requests for changes or additions.
6. To help the community maintain the highest levels of property value as a premier neighborhood in Western Fairfax County for generations to come.

B. AMENDMENTS TO THE ARCHITECTURAL STANDARDS

These Standards may be amended to provide clarification, reflect changed conditions, or reflect changed technology. The ARB will conduct a periodic evaluation of the Standards to determine if amendments are required, and to allow homeowners to address architectural issues presented by these Standards. Homeowners may also submit to the ARB (in care of the Management Agent) written requests for additions or changes to the Standards. Amendments will be reviewed and considered for approval by the Board of Directors in accordance with the Declaration.

C. APPLICATION REVIEW PROCEDURES

1. What Changes Require an Application. Unless otherwise stated in these Standards, an application must be submitted for each exterior addition, alteration, removal, improvement, change of paint color, excavation, change in grade, or other work that in any way permanently or temporarily (longer than thirty (30) calendar days from the date the addition, alteration, etc. was started) that alters the exterior of any lot or exterior appearance of one's property. Once a plan is approved it must be followed or the ARB must approve all modifications thereto. There are no "automatic" approvals. For example, a homeowner who wishes to replace an existing deck or fence with an identical one is still required to submit an application.
2. When Must Applications be Filed. The Declaration prohibits any exterior addition, removal, change or alteration to a property until approved in writing by the ARB. Therefore, ALL APPLICATIONS must be filed and approved prior to beginning any addition, alteration, etc. if a homeowner begins a project without first having received ARB approval, and the ARB subsequently disapproves the application or takes enforcement action, the homeowner is completely responsible for dismantling the project and/or taking all corrective actions necessary for compliance with the ARB Standards. Such corrective actions MUST be undertaken within thirty (30) days from the date of the letter identifying the violation(s). The corrective actions must be continuous until the violation(s) is corrected in accordance with the approval of the ARB.

During reasonable hours, any ARB or Board of Director, or any representative therefrom, shall have the right to enter upon and inspect any lot for the purpose of ascertaining whether or not the represented and approved changes are being carried out according to the application, or to otherwise inspect a violation of these Standards and such person(s) shall not be deemed guilty or liable of trespass by reason of such entry. If the owner fails or otherwise refuses to correct a violation after receipt of a Notice of Violation from the Management Agent Office and/or any member of the ARB and reasonable opportunity to cure the violation, the ARB or Board of Directors member or any representative therefrom shall have the right to abate the violation and the homeowner shall bear the costs of such abatement. Such Notice may be delivered via hand delivery or U.S. Postal Service, or transmitted electronically.

3. How to Obtain Application Forms. Applications and instructions are available on the HOA website (www.hamptonforesthwa.org) or can be obtained by calling the Management Agent Office.
4. How to Complete Forms. The application requirements are outlined in the Application. The Application requests information needed by the ARB including any additional information that may be useful in determining the scope and detail of the proposal. In addition to the Application, and other required information, homeowners may present a written statement to the ARB and any

other documents considered relevant. Pictures, sketches or other documents filed with the Application will remain as a part of the ARB file and will not be returned. **INCOMPLETE APPLICATIONS MAY BE REJECTED BY THE MANAGEMENT AGENT OR ARB OUTRIGHT AND RETURNED TO THE HOMEOWNER WITHOUT FURTHER CONSIDERATION.**

- a. Site Plan. A site plan is most easily prepared by submitting a copy of the house location plat modified as needed with notations describing the improvement. Proposed changes must be indicated, including dimensions and distances from property lines.
 - b. Description of Materials and Colors. Specify and provide samples of the colors (scanned electronically) to be used as an indication of the proposed colors and materials.
 - c. Drawings and Photographs. A graphic description should be provided, and may be in the form of manufacture's literature or photographs, as well as freehand or mechanical drawings. The sketch or photograph should be accompanied by a written description.
5. Signatures of Neighbors. Neighbors (up to four) whose properties are most affected by the change (including those adjacent to the rear yard for those changes made in the rear of a house) must sign the application form, unless there are fewer than four affected neighbors, but in any event the signatures of abutting and/or adjacent property owners, or their authorized agents must be obtained. **THE PURPOSE OF OBTAINING THESE SIGNATURES IS ONLY TO PROVIDE NOTICE AND OPPORTUNITY TO VOICE AN OPINION. THE SIGNATURES OF THESE NEIGHBORS DOES NOT CONSTITUTE THEIR CONSENT.**

Rather, it provides the neighbors actual notice of the planned change or addition. The neighbors may then file separate comments to the ARB approving of or objecting to the proposal. Comments of abutting and/or adjacent neighbors are encouraged. Notwithstanding the foregoing, if any neighbor shall refuse to sign the application or be unavailable (for example, an absentee owner who does not have a rental agent and who does not respond to requests by the applicant), the applicant may attach a statement certifying that (i) the neighboring owner was presented with the application but refused to sign or (ii) despite reasonable efforts by the applicant, the neighboring owner did not respond to requests by mail. The address of non-resident owners may be obtained from the Management Agent Office.

6. Filing the Application. The homeowner shall send the completed application to the Management Agent Office. Requests may be either mailed, electronically transmitted, or hand delivered to the Management Agent Office. These are the only methods of filing applications. The Management Agent Office shall log the application, indicating the date received by the Management Agent Office. A courtesy copy of applications filed with the Management Agent Office may be sent to an ARB member to expedite ARB consideration. Following this initial receipt of an application, an evaluation will be made as to whether the application is complete and satisfies these Architectural Standards. If it is not complete, the Management Agent will inform the homeowner of the deficiencies and/or request clarifications be submitted. Once the Management Agent has determined that an application is complete, the application shall be logged in by the Management Agent and submitted to the ARB for consideration; thereby triggering the 45-day review period.
7. ARB Review of Application
- a. No single member of the ARB is authorized to make any representation of approval or disapproval on behalf of the ARB. All decisions of the ARB shall be by majority vote of the

ARB. Any such representation by an individual of the ARB is void and of no effect. In the event of a tie, the President of the Board of Directors shall cast the deciding vote.

- b. The ARB will review and approve, reject, modify or disapprove all applications. A record of all actions taken by the ARB will be retained by the ARB for review upon request by the Board of Directors. All completed applications not acted upon within 45-days from the receipt by the ARB shall be deemed approved, except in those cases where the applicant has waived the 45-day rule, as provided for herein.
- c. Where additional time is required for deliberations, the ARB shall request the homeowner to extend the 45-day requirement. Such extension shall be confirmed in writing, and shall be for such time as is necessary for the ARB to make a decision.
- d. In certain instances, a site visit or personal meeting may be necessary to complete the review of an application. ARB members will contact the homeowner and any neighbors providing comments in advance for such a visit, in accordance with Article VIII, Sections 1 and 2 of the Declaration or for a personal meeting with the ARB. If a site visit or personal meeting is requested, the 45-day requirement shall be suspended as of the date of the request. If additional site visits and/or meetings or deemed necessary by the ARB, the suspension will continue as noted. Notwithstanding the aforementioned, during reasonable hours, any ARB or Board of Directors member, or any representative therefrom, shall have the right to enter upon and inspect any lot for the purpose of ascertaining whether or not the represented and approved changes are being carried out according to the application, and such person(s) shall not be deemed guilty or liable of trespass by reason of such entry.
- e. Review Criteria.
 - i. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
 - ii. Design Compatibility. The proposed change must be compatible with the architectural characteristics of the applicant's house, abutting and/or adjacent houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.
 - iii. Locations and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, quiet enjoyment, and drainage.
 - iv. Scale. The size of the proposed alteration should relate well to adjacent structures and its surroundings.
 - v. Color. The colors used should be the same or substantially similar to those used on the existing exterior.
 - vi. Materials. Continuity is established by use of the same or compatible materials as were used in the original house.
 - vii. Workmanship. The quality of work should be equal to or better than that of the community. Poor practices, besides causing the owner problems, can be visually objectionable to other members of the community. Poor workmanship can also cause safety hazards.

- viii. **Timing.** Projects should be completed in a timely manner according to the schedule stated on the application approved by the ARB. Cleanup and removal of all excess building materials must be completed within 10 days after project completion. Damage done to common areas and/or neighboring lots must be repaired AS SOON AS POSSIBLE but in no case later than the completion of the project.
- f. After ARB disposition, the Management Agent shall inform the applicant in writing of the ARB disposition. The applicant cannot commence the requested change or addition until after the time for reconsideration or subsequent appeal, if any, has expired.

D. RECONSIDERATION PROCEDURES

1. Who May Request Reconsideration.
 - a. If the applicant or homeowner filing comments is dissatisfied with the decision of the ARB, a written request for reconsideration which states the individual's position must be received at the Management Agent office no later than thirty (30) days from the date Notice was transmitted to the applicant.
 - b. If the party requesting reconsideration is not the applicant, the requesting party must submit a written request for reconsideration within a reasonable period of time after construction is completed.
2. Applicant Must Await Conclusion of Reconsideration Appeal Process. If the party requesting reconsideration is the applicant, the applicant may not proceed with the intended change or addition until the reconsideration/appeal process is completed. If the party requesting reconsideration is not the applicant, the Management Agent shall immediately notify the applicant of the reconsideration request. This notification will be confirmed in writing. If the applicant proceeds during reconsideration or appeal by a neighbor, it is at applicant's risk that the ARB decision may be revised or reversed.
3. Notice of Hearing. The ARB shall provide all parties who filed comments with notice of a hearing before the ARB at least fourteen (14) days prior to its next meeting and shall place the reconsideration request on its agenda.
4. Who May Appear. All interested homeowners may appear in person and/or be represented and be heard at the reconsideration hearing.
5. Notice of ARB Decision Upon Reconsideration. The Management Agent shall inform the applicant and all homeowners that were heard at or had submitted comments to the reconsideration hearing, in writing, of the ARB decision on reconsideration.
6. Need to Seek Reconsideration. A request for ARB reconsideration is not mandatory. An aggrieved party may appeal an ARB initial decision either to the ARB or directly to the Board of Directors (in care of the Management Agent), or may appeal a decision from reconsideration by the ARB directly to the Board of Directors.

E. APPEALS AND APPEAL PROCEDURES

The Declaration provides that "any aggrieved party may appeal a decision of the ARB to the Board of Directors". This section sets forth the procedures used by the Board of Directors in hearing such appeals.

1. Who May Appeal. An "aggrieved party" can be the homeowner who filed the application, an affected neighbor or any other homeowner who participated in the proceeding before the ARB.
2. Time for Appeal. A written request for an appeal which states the individual's position, addressed to the Board of Directors (in care of the Management Agent) must be received at the Management Agent's Office no later than thirty (30) days from the date Notice of the Decision of the ARB was transmitted to the applicant.
3. Standard Review for Appeal. The Board of Directors will review the facts connected with the appeal, review the written record, and hear evidence that may be presented by the applicant and the ARB. The Board will render its decision based upon the application of the governing documents as the Board determines is in the best interests of the Association.
4. Hearing Before the Board of Directors. Notice of a hearing shall be hand delivered or mailed by registered mail, return receipt requested, to the applicant and other parties filing comments with the ARB at the address(es) of record with the Association at least fourteen (14) days prior to the hearing. Aggrieved parties may be represented by counsel before the Board of Directors. The ARB, to the extent it considers necessary or appropriate, may be represented by one of its members. After conducting the hearing, the Board of Directors may then discuss the case in executive session. The Board of Directors shall render its decision in writing.
5. Interpretation of Governing Documents. The interpretation and construction of the governing documents, including the Declaration, is vested in the Board of Directors, whose interpretation and construction shall be final.

F. ENFORCEMENT PROCEDURES

1. Violation Reported. Enforcement procedures below apply to three major categories.
 - a. Application approved by the ARB, but not executed in accordance with the approved application.
 - b. Exterior change made by homeowner after disapproval by the ARB.
 - c. No application made to the ARB for external changes.

A potential violation may be identified by the ARB, the Management Agent, a member of the Board of Directors or by any homeowner of the Association. If a resident wishes to report a potential violation, the resident may do so with complete anonymity. The violation must be reported in writing and clearly describe the nature and location of the violation. A Complaint Form is available on the HOA website or may be obtained from the Management Agent. Violations should be reported to the ARB (in care of the Management Agent Office).

2. ARB Investigation and Action. After a violation is reported, logged and transmitted to the ARB, the Management Agent or ARB will check the reported violation to determine whether an application has been made. Depending upon the application status of the potential violation, the ARB will take the following measures:
 - a. Application Approved. If an approved application is on file, the ARB, or a member of the ARB, will visit the site to determine whether it has been executed in accordance with the approved application. If construction has been properly executed, the matter is closed. If the construction does not conform with the approved application, the homeowner is notified by letter from the ARB to correct the deficiency or submit an amended application within thirty (30) days from the date notice was transmitted to the applicant. This amended application is then processed by the ARB in the normal manner. If the amended application is approved, no further action is required and the matter is closed. If the approval included stipulations, then a follow up by the ARB is required to insure that final construction is properly executed. If the amended application is disapproved, the homeowner must correct the violation or meet with the ARB to determine what modifications must be made in order to receive ARB approval.
 - b. Change Made After Disapproval by the ARB. This type of violation follows the same basic procedure noted above. The homeowner is notified and given the opportunity to make an amended application or to meet with the ARB to discuss the opportunity to make an amended application or meet with the ARB to discuss the problem.
 - c. Change Implemented Without Application to the ARB. If an exterior change has been made without application, the ARB notifies the homeowner of the violation and requests that an application be submitted. A follow up letter is sent if an application has not been received within 14 days.
 - d. Unapproved Changes Made by Previous Owners. Homeowners who purchase resale homes are often surprised and disturbed when they receive notice that some item on their house or property is in violation of the Declaration because of an unapproved modification made by a previous owner. **However, homeowners are responsible for any exterior modification made by previous owners.** Therefore, an application should be submitted and ARB approval obtained. If the application is disapproved and the existing homeowner and the ARB cannot reach some agreement regarding the application, it can then go before the Board of Directors as previously stated above.
3. Action by Board of Directors. If any violation cannot be resolved by the ARB, the violation will be passed to the Board of Directors with the recommendation by the ARB that appropriate action be taken. Authority to seek judicial enforcement of the Declaration is vested in the Board of Directors. The Board of Directors may, in its sole discretion, seek such relief as provided by law from any court of competent jurisdiction. In any enforcement action, the Board of Directors may ask the court for attorneys' fees and costs associated with said action.

G. COUNTY PERMIT REQUIREMENTS

Many changes and additions require Fairfax County review and permits. It is the homeowner's responsibility to obtain all county approvals. COUNTY APPROVAL DOES NOT CONSTITUTE ARB APPROVAL AND VICE VERSA.

H. MAINTENANCE

1. Property ownership includes the responsibility for continued maintenance of all structures and grounds (including turf grass areas) which are part of the property and which may affect the visual character and economic value of the property and neighborhood, and is subject to the provisions of the Declaration.
2. This responsibility includes but is not limited to items such as mowing grass, yard maintenance including conditions that cause erosion or flooding, weeding garden areas, removal of trash, fence and playground equipment repairs, mailbox and shed repairs, repainting of the house, walkway and driveway repairs, and structural maintenance.
 - a. Trees with trunks larger than 3 inches in diameter as measured at a point 12 inches above ground may not be removed or transplanted without ARB approval. This does not include, dead, diseased, or badly damaged trees that must be removed and maybe done so without the submission of an ARB application.
3. Written approval by the ARB of exterior changes or alterations may be withdrawn and/or enforcement action may be taken if homeowners fail to maintain properly all structures and grounds on their properties.
4. As the community matures, the ARB expects maintenance issues to grow in importance. Violations of maintenance guidelines will be dealt with through the enforcement procedures.

I. EROSION CONTROL AND DRAINAGE MANAGEMENT

All residents are responsible for ensuring that their lot areas are protected from erosion; that storm drain structures are not blocked so as to cause additional erosion problems; and that their downspouts or drains do not adversely affect neighboring properties. ARB approval of applications may be withdrawn and enforcement action taken if such adverse impact results after completion of the proposed change.

J. DISCLAIMER

The quality of engineering design or workmanship of a homeowner's construction project is the responsibility of the homeowner or its contractors. Approval by the ARB shall not constitute the assumption of responsibility by the ARB for the accuracy or sufficiency of a Member's plans, drawings or specifications, for their compliance with codes or any requirements imposed by statute, ordinance or regulation for which Members or their contractors are responsible.

K. INCORPORATION OF DECLARATION

The Declaration is hereby incorporated by reference. These Architectural Standards must be read in conjunction with the Declaration. In the event of any difference between the Declaration and these Architectural Standards, actual or implied, the Declaration shall control.

II. ARCHITECTURAL STANDARDS AND GUIDELINES

It is the homeowner's responsibility to secure proper building permits and to ensure that plans conform to Fairfax County guidelines.

The Architectural Standards and Guidelines that follow address a broad range of exterior alterations for which homeowners frequently submit an application to the ARB. It is not possible to address each specific design condition. Therefore, these Standards present the principle factors that should be considered when developing a design. More specifically, these Standards define the limits to size, quality of construction, location, materials, and color based upon the intended use and relationship to abutting and/or adjacent properties, rather than focusing on a particular construction detail or a specific design alternative. All projects are to be completed in a timely manner after approval.

A. *FENCES*

The Homeowner shall properly maintain both sides of the fencing wood and color to a "new looking" condition acceptable to the ARB. The Homeowner is responsible for the maintenance of the fence, appearance, prevention of mildew, sound structure, and safety. Fence boards and alignment must be maintained straight and all boards must be securely attached. Fences must be constructed of termite and rot-resistant materials. Rotten fences or their boards, and their components must be replaced and fences may not have vegetation protruding through or over. Fences must follow the end and side lines of the property AND must fully enclose the property. Stand-alone fence segments are prohibited unless they result in an enclosed yard.

1. Location: Fences shall be restricted to the rear yard. As such, fences are prohibited from being located in front of the house's front wall and must remain six feet from the front wall of the house. If a side wall window is present at or in front of the six-foot limit, then the fence or gate may be moved forward up to six inches in front of the window. Gates cannot be placed to exit on to a neighbor's property.
2. Height: Fence heights will not be less than three feet nor greater than six feet. Only one height per lot is allowed. All fence heights are measured from the existing grade unless a change in grade has been previously approved by the ARB or is proposed in the application.
3. General Design and Style: Design and style of the fence will be considered based on the following factors:
 - a. Only one style per lot is allowed.
 - b. Proposed fence must be compatible with existing fences of neighbors.
 - c. Fencing which is finished on one side only must be constructed with the finished side facing out.
 - d. Gates must match fencing in design, height, material and color.
 - e. Examples of unacceptable styles of fences include chain-link, barbed wire, chicken wire, pig wire, hog wire and stockade. However, woven wire mesh (2-inch by 4-inch, 14-gauge wire) may be approved for placement on wood fences (and must be vinyl-coated black or dark green

in color) on a case-by-case basis. As woven wire mesh fades, rusts, or is in disrepair, it must be replaced.

4. Color

- a. Color changes require an application.
- b. Fences can be allowed to weather naturally but must not be allowed to rot, deteriorate, or be covered in mildew, moss, or vegetation.
- c. No application is necessary when re-staining fences the same color or for repairs to sections with the same color and style.

5. Application

- a. An application is required for all fences, whether new or rebuilt. Information must include design, dimensions, location, material, color and any structural or grade changes to accommodate the design. Design shall be sketched on a plat to scale.
- b. The ARB recognizes the differing characteristics and requirements of the various lots of the community. At times special exceptions may apply and will be considered on a case-by-case basis. No special exceptions will be granted after construction has begun.
- c. Fences which abut pipe-stems or private drives or are on "odd-shaped" lots require special consideration. The ARB will decide these fences on a case-by-case basis. Special conditions imposed upon approved applications may include, e.g., lower height limits, set-backs from lot lines, specific styles, and/or immediate placement of shrubs or trees of a size and type appropriate to suffice as an immediate buffer or screen.

B. SHEDS

1. Construction

- a. An inappropriately located or poorly designed storage shed, building or similarly constructed structures (hereafter "shed") can visually detract from an otherwise pleasing and architecturally harmonious residential environment. This is particularly likely to occur with inexpensive, pre-fabricated sheds. For this reason, most pre-fabricated sheds will NOT be approved. Any new shed must be compatible with the design qualities of the residence and respect the "visual rights" and aesthetic interests of adjacent houses. Sheds must be placed in the rear yard, generally should not be visible from the street, and cannot violate County zoning setback restrictions. Only ONE shed will be permitted on each lot.
- b. Sheds and storage buildings or other similarly constructed structures, whether temporary or permanent, are discouraged and will be subject to strict scrutiny as to placement, color, design, size and visual impact on all members of the Association as well as abutting and/or adjacent neighbors. Sheds must be free standing and cannot be attached to the house or fence. The maximum size allowed is 64 square feet. However, the ARB may impose lesser maximum limits for individual sheds based upon the particular circumstances of individual cases.

2. Location

- a. Sheds must be located in the rear yard.
- b. If the yard is fenced, the shed must be within the fenced area.
- c. The ARB may require alternate placement of the shed or require buffer landscaping around sheds to soften the visual impact on surrounding neighbors and common areas.

3. General Design

- a. Design and style of sheds should be compatible with other sheds in the surrounding area and relate to or complement the architectural design of the house.
- b. Materials must be consistent with the exterior of the house.
- c. Colors must complement the environment around the proposed shed area. Natural finish in wooded areas and house colors are preferable when located near the residence.
- d. Approval of a shed is contingent upon the homeowner keeping the shed in good repair and maintaining its surrounding landscaping. If these conditions are not met after the shed's construction/installation, the approval will be revoked and the shed must be removed.

4. Application

- a. An application is required for all sheds, whether new or rebuilt.
- b. Information must include design, dimensions, location, materials, color and any structural changes to accommodate the design.
- c. Design shall be sketched on a plat to scale.

C. PATIOS, PORCHES AND DECKS

1. Location

- a. Patios and decks are restricted to rear yards.
- b. Porches can be located in the front or rear of houses.

2. General Design

- a. Design and style of patios, porches, and decks should be compatible with other patios, porches, and decks if visible to surrounding area. They should relate to or complement the architectural design of the house.
- b. When the design includes other exterior changes such as lights, plantings, awnings, hot tubs, etc., other appropriate sections of these Standards must be consulted prior to application.

- c. If design calls for under deck storage, a visual barrier or landscaping may be required to maintain a neat, uncluttered appearance.

3. Application

- a. An application is required for all patios, porches, and decks.
- b. Information must include design, height of deck from the ground level, dimensions, location, materials, color and any other structural changes to accommodate the design.
- c. Design shall be sketched on a plat to scale.

D. SUN CONTROL DEVICES (Awnings, Trellises, Privacy Screens, etc.)

1. General Design

Devices should be compatible with the architectural design of the house in terms of style, color and materials.

- a. Lattice. Lattice privacy screening on decks will not necessarily be approved by the ARB, even if previously installed. Current Fairfax County zoning ordinances consider privacy screening on decks to be an “enclosure,” so they are subject to strict setback requirements.
Screening may not be installed as a free-standing wall or as a fence.
Lattice work must be installed with framing.
Lattice work must be incorporated as part of the overall deck design and connected to the deck.
Lattice work may not be installed in place of deck railing.
No solid screening will be allowed.
- b. Awnings must be compatible in style, color, and materials with the architectural character and design of the house to which they are attached. Frames for canvas awnings must be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames must also be removed at the same time and for the same duration. The location of any awning must not adversely affect views, light, winter sun or natural ventilation of adjacent properties. Solid colors are required.

2. Location

- a. Sun control devices must not adversely affect view, light, winter sun, or natural ventilation of adjacent properties.

3. Application

- a. An application is required for the installation of all sun control devices.
- b. Information supplied must include color, materials and style along with design specifications such as dimensions and construction details.

E. SOLAR EQUIPMENT

1. General Design

- a. Because of the variety of design of solar equipment, approval for installation will be considered on individual merits of the request. Notwithstanding the design, no such device may be installed if it can be seen from the street on which the house is constructed.
- b. As a general rule, panels shall be mounted to the rear side of the roof and may be elevated or flush mounted. If elevated, no part of the panels shall be elevated above the roof peak upon which the panels are mounted so far that they are visible from the yards of facing houses across the street or pipe-stems. The same rules apply for solar paneled attic fans.
- c. Solar powered landscape lighting is permitted provided the photoelectric cell is less than 4 inches by 4 inches.
- d. Unit frames must be treated to match or nearly match the roof color.

2. Application

- a. An application is required for the installation of all solar equipment.
- b. Information provided must include manufacturer's design information, installation plans and all city/county and other government requirements for permits and approval.

F. WATER FEATURES / POOLS / HOT TUBS

1. In-Ground Pools, Hot Tubs and Spas

- a. All in-ground pools, hot tubs and spas require an application and must be located in the rear yard and must comply with governing state and county regulations.
- b. Information provided must include design, materials, landscaping and city/county and other government requirements for permits and approval.
- c. Appropriate screening and/or landscaping shall be required to minimize the visual impact of pool, hot tubs or spa from adjacent neighbors and from the street.

2. Above-Ground Pools

- a. Above-ground pools are prohibited. Children's play pools are acceptable so long as they are not placed in the front yard, viewable from the street, and must be stored out of sight after the summer season. Children's play pools do not require an application.

3. Water Features and Koi/Fish Ponds

- a. All water features and Koi/Fish Ponds require an application and must be located in the rear yard and must comply with governing state and county regulations.

G. OTHER MAJOR ALTERATIONS

1. General

- a. Major alterations include any substantial structural or site changes such as chimneys, driveway modifications, greenhouses, porches, etc. If a homeowner is in doubt whether a proposed change constitutes a major alteration, contact the ARB.
- b. All such alterations must be compatible in scale, materials and color with the applicant's house.

2. Application

- a. All such alterations require an application.
- b. The information provided must be a duplicate of those documents submitted to Fairfax County for a building permit. In addition, landscape plans, colors, etc., must be provided.

H. AIR CONDITIONERS

1. Exterior ground units (heat pumps) may be added or relocated only when they do not interfere visually and/or acoustically with the surrounding neighbors.
2. Exterior ground units shall be oriented or screened so that it will not discharge hot-air onto a neighbor's property.
3. Window units, temporary or permanent, are prohibited if visible from the exterior of the house from any side, except upon a special exception granted only in extreme circumstances.
4. An application is necessary. They will be reviewed on an individual basis.

I. CLOTHESLINES

1. No clothing, laundry, or wash may be aired or dried on any portion of the property within view of anyone outside of the property. Specifically, clotheslines are prohibited.

J. DOG HOUSES AND ENCLOSURES

1. An application is required for dog houses. Dog enclosures/dog houses will only be considered if they are erected inside solid privacy fencing (i.e. they must be located where they are visually unobtrusive) and do not extend above the fence line. Appropriate landscaping to screen the dog enclosure/house may be required.
 - a. Structures must be compatible with the applicant's house in color, material, or match an approved wood fence.
 - b. Dog runs are prohibited.
 - c. Animal entry doors will be considered as long as the location leads into a fenced rear area restricting the animals area, and the entry door is painted to match the siding (or anodized aluminum is acceptable).

K. EXTERIOR LIGHTING

1. Exterior lighting must not shine outside the homeowner's property in any manner which could disturb neighbors.
2. Light fixtures which are to replace original fixtures must be compatible in style and scale with the homeowner's house.
3. No application is necessary when the above Standards are followed.

L. EXTERIOR PAINTING AND RE-SIDING

1. Applications are not required if the repainting, re-staining or re-siding matches the existing color or stain of the homeowner's structure.
2. Color changes require an application.
3. Color changes apply to house siding, trim, exterior doors, shutters, roofing, and other related structures.

M. FLAGPOLES

1. Free standing flagpoles are prohibited on resident property. However, no application is required for temporary flag staffs which are placed at an incline on a front wall or pillar of the house and do not exceed six feet in length. No flags may be draped over or directly attached to the structure of a house.
2. The United States flag (or home country flag) and any flag associated with a branch of the U.S. Armed Forces or that of any relation to the U.S. Armed Forces (i.e POW/MIA) must be flown in a respectful manner in accordance with governing federal, state or military codes. And no flag shall be larger than 3-feet by 5-feet.
3. No lawn flags shall be larger than 12 inches x 18 inches.
4. All flags must be maintained in good condition.

N. GUTTERS AND DOWNPOUTS

1. Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent property.
2. Gutters and downspouts shall be kept in good repair and shall no signs of rust, chipping, or peeling. They must be kept free of loose, missing, damaged, dented, or rusted sections, as well as mold, mildew and seedlings, etc.
3. No application is necessary to replace gutters or downspouts with the same or substantially similar color.

O. GARBAGE AND TRASH

1. Cans and other containers for garbage, trash, newspapers or other refuse must be stored in the garage or out of sight from the street and/or neighbors.
2. These containers may not be placed out on the curb for pickup earlier than the evening before the garbage and trash collection is to be made. Containers should be removed from the street the same day as the trash is collected and removed.
3. Trash must be stored in covered trash receptacles.
 - a. Garden or lawn refuse must be contained and may not be set out on the curb for pickup earlier than the evening before the garbage and trash collection is to be made.
4. Residents are responsible for picking up litter/debris on their property as well as for litter/debris on the open space that originated from their property.

P. STORAGE OR PARKING OF VEHICLES OTHER THAN PRIVATE CARS

1. The Declaration mandates that all homes “shall be used exclusively for residential purposes”. The Declaration further prohibits the regular or habitual parking of certain vehicles (1) on the public streets within the Association property, (2) on private property, or (3) on Association common areas, without prior ARB written approval. These include “junk vehicles,” recreational vehicles, house trailers or commercial or industrial vehicles such as, but not limited to moving vans, trucks, tractors, trailers, vans, wreckers, hearses, buses, boats, boating equipment, travel trailers, RVs, or camping equipment.
2. No such vehicles or trailers may be parked on the street overnight, but may be placed on the Resident’s driveway for no longer than 24-hours. An application is required for the parking any of these vehicles. However, parking of such vehicles is strongly discouraged and applications will be subject to strict scrutiny as to intended location of storage/parking and visual impact to all members of the Association as well as abutting and/or adjacent neighbors.
3. Notification of overnight parking of RVs must be received by the Management Agent, at least 24-hours in advance. Such parking of RVs may be obtained for a longer duration of time by notice to the Management Agent and approval by the ARB.
4. Information to be submitted shall include a description of the vehicle (a picture is preferred), the place on the lot where the parking or storage is contemplated, any intended fencing or other screening devices and any other information appropriate to the situation.
5. No motorized vehicles may be used or maintained on the yards, sidewalks, walking trails, or recreational areas, of any lot or common area.

Q. FIREWOOD

1. Firewood should be kept neatly stacked no higher than four feet.
2. The stack must be located in the rear of the yard within the property line and within the fence (if fenced yard) in such a manner as to minimize visual impact.

R. SIGNAGE

1. Real estate signs must meet county regulations and Declaration restrictions with respect to size, content, and removal. No application is necessary.
2. Except for signs related to real estate sales and construction, no sign, advertisement, or message other than for identification purposes may be displayed that offers or implies commercial or professional services.
3. Signs for yard sales must not be put up more than 48 hours before the event and must be taken down no later than 24 hours after the event.
4. Signs posted in violation of this Standard will be subject to removal without warning.

S. COMPOST PILES

1. Compost piles must be located at least five feet from a lot line in the rear of the yard.
2. Compost piles must not exceed four feet in height.
3. Compost piles must be maintained within a frame or container which will control the size and volume of the pile
4. A compost pile must be maintained in such a way as to prevent odors from escaping. A six-inch layer of straw spread atop at all times, and the periodic turning of the pile will ensure the prevention of odors, destruction of bacteria and weed seed by the heat.
5. Compost containers must comply with Fairfax County regulations. The Fairfax County Office of Environmental Health prohibits placing food scraps or garbage in compost containers.
6. An application is necessary only when the above Standards are not followed.

T. MAILBOXES

1. Mailboxes in poor condition or posts that are damaged, deteriorating, listing, or leaning create an eyesore and detract from the aesthetics of the neighborhood. Homeowners must replace or reset mailboxes and posts, as normal wear and tear requires. The approved mailbox system is the HFHOA box (integrated mailbox and newspaper compartment) system available from Mainstreet Mailboxes & More, Inc. at [\(703\) 753-5521](tel:7037535521) or via the Internet at sales@mainstreet-mailboxes.com.

2. Homeowners who do not have the approved HFHOA mailbox are permitted to retain their existing mailbox (so long as it meets the standards outlined below) until they either sell their house or the present box needs to be replaced. At that time, an HFHOA approved box must be installed.
3. Note: White newspaper boxes are not required for delivery and homeowners are strongly encouraged to remove them if they are in disrepair.
4. INTERIM Mailbox System
 - a. Generally, the mailbox and post should be discrete and blend into the surrounding environment. White or decorative boxes systems are NOT permitted and must be removed.
 - i. Box Design: Traditional, metal or plastic, dome-rectangular shape mail box in black color.
 - ii. Post Details: T-frame 4-inch x 4-inch with a lower box and treated wood post with angled support, stained or painted dark brown.

U. EXTERIOR ANTENNAS, SATELLITE DISHES, ETC.

1. Exterior antennas or any other like devices are prohibited. Satellite dishes that receive and transmit fixed wireless signals are prohibited in the front of the house. Such devices shall be in the least visible location possible without impacting to reception.

V. RECREATIONAL AND SPORTS EQUIPMENT

1. Basketball backboards attached directly to house or garage is prohibited. Free-standing basketball poles require an application and will be evaluated on an individual basis. Free-standing basketball poles and their poles should be dark colors to blend with the natural surroundings, or if located adjacent to a dwelling or fence, painted to match the backboard or screening structure. Basketball poles and backboards must be located at least five feet from the property line and ten feet from the street line. Portable basketball poles shall not be placed in the street.
2. Portable goals for sports such as basketball, lacrosse, badminton, volleyball, soccer, and other like sports, as well as pitch-backs and other sporting equipment, must be kept in the rear yard in a location that is the least visible from the street and abutting and/or adjacent properties.
3. Trampolines and other like equipment must also be kept in the rear yard in a location that is the least visible from the street and abutting and/or adjacent properties. In addition, due to height of safety netting around trampolines, the Resident must comply with requirements for setbacks from property lines as dictated by Fairfax County Zoning ordinances which vary depending on lot size.
4. All exterior recreational equipment must be well maintained. No peeling, rusting, disintegrating, or faded equipment will be permitted.

W. DOORS, GARAGE DOORS, AND STORM DOORS

1. Doors shall be operational, in good repair and the exterior shall not show signs of fading, chipping, peeling or deterioration. Replacing Doors with the same of similar style and color does not require ARB approval.
2. Garage doors must be maintained in good condition free of warping, sagging, rotting, cracking (panels and windows), and must be kept fully operable. The exterior of the garage must be maintained free of chipping, flaking, deterioration, or substantial fading.
3. However, the installation of a storm door requires an application. Information to be provided includes style and color (a picture is preferred) of the storm door along with a description of the existing color scheme of the house.

X. LANDSCAPING AND VEGETABLE GARDENS

1. Landscaping
 - a. The Declaration requires that homeowners maintain their properties, including all grass and ground covered areas in a state of neat appearance and in good repair unless it is undergoing repair or treatment. The Declaration also require that, except for flower gardens, shrubs and trees, which shall be neatly maintained, all open lot areas shall be maintained in lawns or other materials approved by the ARB.
 - b. Trees and shrubs must not be planted in locations which would obstruct the line of sight for vehicular traffic.
 - c. Trees and shrubs must not be planted in locations which would obstruct public or Association walkways.
 - d. The planting of trees on Association property is prohibited without the consent and approval of the Board of Directors or its designated committee.
 - e. An application to the ARB is necessary when the landscaping includes rock walls, brick walls, fountains or similar materials or devices.
2. Vegetable Gardens
 - a. Location: The garden must be between the rear of the house and the back of the property line. It must not encroach on Association common grounds or damage other property through the flow of water.
 - b. Maintenance: The garden must be neatly maintained throughout the growing season. After the growing season, all debris, dead vegetation, unused stakes, or trellis must be removed.
 - c. Application: An application is not required for vegetable gardens that meet the above Standards. However notwithstanding the above, the ARB reserves the right to restrict location and size of individual gardens.

Y. *PLAY SETS, PLAY GYMS, SWING SETS, TREE HOUSES*

1. Whether portable, mobile or fixed, the location must be in the rear yard and not easily seen from the street in front of the house. Size of the structures should be appropriate for rear yard size, and placement not to create any negative visual or acoustic impact on neighboring properties. These items must be maintained in good order as is required for the lot and its improvements. No peeling, rusting, disintegrating, overtly fading, leaning or listing equipment will be permitted.
2. Residents must comply with requirements for setbacks from property lines as dictated by Fairfax County Zoning ordinances which vary depending on lot size and size of the play set.
3. Tree houses or elevated platforms of a like character, nature, or purpose and their locations, color, materials, and design shall be subject to pre-installation ARB approval.

Z. *COMMON AREAS*

1. No structure or personal property, whether temporary or permanent, may be placed upon the common areas of the Association. Personal property found on Association common areas is subject to removal without notice. Costs of such removal will be borne by the responsible homeowner.

AA. *HOUSE NUMBERS*

1. House numbers may only be black or brass in color and not more than six inches in height. Address numbers are required on all houses. An application is NOT required if these conditions are met.

BB. *DRIVEWAYS AND OTHER TYPES OF PAVEMENT*

1. Any additions or modifications to driveways or other types of pavement require ARB approval. Driveways may consist of asphalt, concrete, or pavers. Whichever material is used, the driveway color must be grey or black.

CC. *EXTERIOR DECORATIVE OBJECTS / HOLIDAY DECORATIONS*

1. Exterior decorative objects in front or side yards require ARB approval. These include, but are not limited to: birdbaths, wagon wheels, sculptures, statues, free standing pole mounted lights, and pole mounted bird houses of all types and items attached to approve structures, such as weathervanes.
2. Holiday lights and decorations do not require ARB approval. However, they may not be put up more than 30 days before the holiday, and must be removed within 30 days after the holiday. In particular, lighting in the yard must be placed so that light does not shine outside the property in a manner that could disturb neighbors.

DD. BARBEQUE AND FIRE PITS

1. Barbeque pits and grills must be placed in the rear of the house and as far as practical from the adjacent property lines. Reasonable care must be taken to clean and maintain pits and grills so as not to unduly attract wildlife and insects. ALL Barbeque and fire pits must comply with all government code requirements.

EE. WINDOWS AND WINDOW GRID / MUNTIN STANDARDS

1. In order to keep with the original aesthetics and design of the community, all windows facing the front of the residence or which otherwise are clearly visible from the street, must have white grids / muntins. If more than one side of the house is required to have grids /muntins, because more than one side of the house is street-facing, then all windows throughout the house must have grids / muntins.
 - a. EXCEPTION: Any house that was purchased or has had replacement windows installed prior to May 1, 2014 will not be required to comply with the above. However, subsequent to May 1, 2014 should a homeowner plan to replace all street facing windows, then the homeowner must comply with the above requirements.
2. Window panes and screens shall be kept in good repair free of broken or taped glass, or torn screens.

FF. SHUTTERS

1. Shutters must be maintained in good condition. Broken or missing shutters must be replaced. Loose shutters or shutters having missing fasteners must be repaired. Painted finish on shutters must be maintained free of chipping, flaking, peeling, substantial fading, cracking, mold and mildew. Shutters shall be required on all windows where they were located in the homes' original design.
2. Replacement shutters having a different style, profile, dimension or color than the original shutters shall require ARB approval.

HAMPTON FOREST HOMEOWNERS ASSOCIATION

Guidelines for Satellite Dish Antennas, MMDS and Broadcast Television Antennas

III. Satellite Dishes/Antennas

In accordance with Federal Communications Commission (FCC) adopted rules for Over-the-Air-Reception Devices (“OTARD” rules), no outside television antenna, radio antenna, satellite dish, direct broadcast satellite (DBS) dish, or similar structure over one (1) meter in diameter shall be located on the Property. Antennas and satellite dishes which are one (1) meter in diameter or less may be placed on the lots without approval of the ARB if installed in accordance with the standards set forth below.

Notification Process: Any owner desiring to install an antenna must complete a notification form and submit it to the ARB. If the installation is routine, and conforms to all of the rules and restrictions outlined below, the installation may begin immediately. If the installation is other than routine for any reason or would not conform to the installation restrictions set forth below, owners and the Association must establish a mutually convenient time to meet to discuss installation methods.

The Board of Directors and ARB also reserve the right to require owners to submit a written statement from a qualified professional to confirm that the owners are unable to obtain an acceptable quality signal from any of the routine installation locations set forth below.

I. Installation Rules

A. Antenna Size and Type

1. DBS antennas that are one (1) meter or less in diameter may be installed. Antennas larger than one (1) meter are prohibited.
2. MDS antennas one (1) meter or less in diameter may be installed. MDS antennas larger than one (1) meter are prohibited.
3. Antennas designed to receive television broadcast signals, may be installed in accordance with FCC regulations.
4. Installations of transmission-only antennas are prohibited.
5. All antennas not covered by the FCC rule are prohibited.

B. Location

1. Antennas shall be installed solely on individually-owned property as designated on the recorded deed.
2. If acceptable quality signals may be received by placing antennas inside a dwelling, without unreasonable delay or unreasonable cost increase, then outdoor installation is prohibited.
3. Antennas shall not encroach upon common areas or any other owner's property.

4. Antennas may not be installed on the front vertical face of the house. This includes front stoops, porches, columns, hand railings, stairs and any other location on the house front. Shall a front mount be necessary all equipment must be installed to one side of the house or townhouse, rather than in the center of the dwelling. Equipment may be required to be painted to match the exterior component of the structure to which it is attached (so long as warranties are not voided). Cabling running from the dish to the interior of the home must be of a matching color to the structure of the home to which the dish is attached and concealed behind.
5. Antennas shall be installed on the rear roof of the home, below the roofline in the least visible location possible without impact to reception, shielded from view from the street or from other lots.
6. In the rare instance where a mount on the rear of the structure does not provide the necessary line of sight needed for reception, documentation from a certified installer must be submitted with the application certifying that the signal quality will be diminished if installed in or on the rear of the house or townhouse.
7. Antennas may not obstruct a driver's view of an intersection or street.

C. Antenna Installation

1. Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable-quality signal.
2. All installations shall be completed so that they do not damage the common areas of the Association or the lot of any other resident, or void any warranties of the Association or other owners, or in any way impair the integrity of buildings on common areas or lots.
3. Owners are responsible for all costs associated with the antenna, including but not limited to costs to:
 - a. Place (or replace), repair, maintain, and move or remove antennas;
 - b. Repair damages to the common property, other lots and any other property damaged by antenna installation, maintenance or use;
 - c. Pay medical expenses incurred by persons injured by antenna maintenance, or use;
 - d. Reimburse residents or the Association for damages caused by antenna installation, maintenance, or use.
 - e. Antennas must be secured so that they do not jeopardize the soundness or safety of any other owner's structure or the safety of any person at or near antennas, including damage from wind velocity based upon a unique location.

D. Maintenance

1. Owners shall not permit their antennas to fall into disrepair or to become safety hazards.
2. Owners shall be responsible for antenna maintenance and repair.
3. Owners shall be responsible for repainting or replacement if the exterior surface of antennas deteriorates.

E. Safety

1. Antennas shall be installed and secured in a manner that complies with all applicable city and state laws and regulations, and manufacturer's instructions. The owner, prior to installation, shall provide the Association with any applicable governmental permit.

2. Unless the above-cited laws and regulations require a greater separation, antennas shall not be placed within 50 feet of a power line (above-ground or buried) and in no event shall antennas be placed where they may come into contact with electrical power lines.
 3. All installations must comply with all applicable codes.
 4. In order to prevent electrical and fire damage, antennas shall be permanently and effectively grounded.
 5. Antennas are required to withstand winds of 75 mph, and shall be designed to withstand the pressure of snow and ice.
- F. Installation by Tenants - Not permitted without written owner approval.