

MCLEAN GREENS HOA ARCHITECTURAL DESIGN AND MAINTENANCE STANDARDS

www.mcleangreens.org

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MCLEAN GREENS HOMEOWNERS ASSOCIATION, INC. ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS

INTRODUCTION

As members of a planned community, McLean Greens homeowners and their tenants and guests enjoy a variety of benefits and shared facilities. In return, they are asked to cooperate with their neighbors to create and maintain an enjoyable living environment that promotes the health, safety, and welfare of all; maintains the community's open space, common facilities, and property; and protects and enhances the value of the properties within the McLean Greens community.

Maintaining such a mutually beneficial living environment is best achieved by developing and following rules and regulations that clearly inform all members of the limitations and expectations with respect to use of open space and common facilities and improvements to individual homes. These *Architectural Design and Maintenance Standards* are designed for this purpose.

ROLES, OBJECTIVE, AND AUTHORITY

A. Role of the McLean Greens Homeowners Association

Every homeowner and resident of the McLean Greens community is a member of the McLean Greens Homeowners Association (MGHOA). Its role is to both own and maintain the community's open space, common facilities, and community property, and to conserve and enhance the resources of the entire community. The elected Board of Directors (BOD) of the MGHOA serves to conduct the business and operational responsibilities of the community and preserve the collective interests of the members of the MGHOA.

B. Role of the Architectural Control Committee

Although the MGHOA discharges its responsibilities in a variety of ways, the Architectural Control Committee (ACC) is the element most immediately involved in changes or improvements to property by homeowners and residents. The ACC, which may be comprised of both members of the BOD and the larger MGHOA membership, is charged with balancing the diverse design qualities of the community and ensuring its architectural harmony. Surveys of other planned communities have demonstrated that the efforts dedicated to ensuring these goals contribute significantly to preserving and enhancing real estate values and are considered of prime importance by homeowners and residents.

The Mission of the ACC is to act in the best interests of the home owners and residents of the McLean Greens community by helping create a neighborhood environment that enhances property values and is aesthetically pleasing. The Goals and Responsibilities of the ACC include the following:

- Serve as the primary enforcement and education resource for the *Architectural Design and Maintenance Standards*.
- Manage and execute the architectural review process by reviewing applications for exterior alterations to property and approving or rejecting applications based on the *Architectural Design and Maintenance Standards*.
- Perform and/or facilitate periodic neighborhood walk-throughs to ensure community compliance and consistency with the *Architectural Design and Maintenance Standards*.
- Provide before settlement to prospective new purchaser(s) of property in the McLean Greens community the condition of property compliance with the *Architectural Design and Maintenance Standards*.

C. Objective of the Architectural Design and Maintenance Standards

The objective of this document, the McLean Greens *Architectural Design & Maintenance Standards*, is to guide and assist homeowners, residents, members of the ACC, and the BOD in maintaining and enhancing McLean Greens' carefully designed environment. That guidance, in the form of these *Standards*, addresses additions, changes, and improvements for which homeowners must submit applications to the ACC and addresses maintenance issues related to the home and common areas. The specific objectives are as follows:

- Focus on the exterior alterations (additions, changes, improvements) made by homeowners and/or residents.
- Describe the organizations and procedures involved with the *Architectural Design and Maintenance Standards*.
- Illustrate design principles that will aid homeowners in developing exterior changes and improvements that are in harmony with the immediate neighborhood and the community as a whole.
- Assist homeowners and residents in preparing an application that complies with community requirements and is acceptable to the ACC.
- Provide uniform standards for the ACC to use in reviewing applications submitted by homeowners and residents.
- Assist homeowners in understanding the maintenance standards and requirements of the community.

D. Authority Supporting the Architectural Design and Maintenance Standards

The MGHOA functions under the rules and regulations embedded in three legally binding documents and under rules adopted or amended by its BOD. These documents are the McLean Greens Articles of Incorporation; Declaration of Covenants, Conditions, and Restrictions; and Bylaws. Of these, the basic authority for maintaining the quality of architectural design throughout McLean Greens is found in the Declaration of Covenants, Conditions, and Restrictions (hereafter referred to as the Covenants). The Covenants are part

of the record of ownership and deed of every property in McLean Greens. As such, a copy shall have been provided to every property owner at the time of settlement.

Since these Covenants run with the land, the provisions of the Covenants and the other Governing Documents are binding on all homeowners, residents, and guests, whether or not they have been read. They should be periodically reviewed by homeowners and residents and fully understood.

Homeowners and residents are cautioned that nothing in these *Standards* or other governing documents relieves them of the responsibility for complying with federal, state, county, and local laws, ordinances, and other legal requirements such as obtaining from the county necessary approvals and construction permits for architectural changes or projects they intend to undertake. Despite ACC approval, county or other government permits shall be required for a wide range of home improvement or modification projects. In addition, county or other government-imposed specifications must be honored. In short, government approvals and ACC approvals are separate and unrelated.

E. Enforcement of Standards Authority and Procedures

The BOD grants to the ACC the duty and authority to enforce maintenance standards. This shall be accomplished by:

1. ACC members or their agents conducting periodic neighborhood walk-throughs;
2. The BOD tasking the MGHOA's retained community management company to conduct periodic surveys on behalf of the ACC; and, by
3. Responding to written complaints (letter, e-mail, or fax) to the BOD of violations or infractions received from homeowners and residents.

McLean Greens is intended to be a peaceful, orderly residential community with high quality architectural and landscape design. Violations of the *Architectural Design and Maintenance Standards* shall be handled in accordance with the provisions of Article VIII of the Covenants. The BOD desires that all alleged violations of these *Standards* and any rules and regulations of the MGHOA be resolved harmoniously.

ARCHITECTURAL REVIEW SCOPE AND CRITERIA

A. Scope of Alterations Requiring ACC Review and Approval

Article VIII of the Covenants explicitly states that any exterior alteration to one's property requires the approval of the ACC:

"No building, accessory building, or structure (including play structures), shed, awning, porch or porch covering, garage, trailer, tent, driveway, fence, hedges, screens, barns,

driveways, wall or other structures shall be allowed, constructed, or altered upon any lot or house thereon without the plans and specifications of such having been approved by the Architectural Control Committee as to quality of workmanship, design, colors and materials and harmony of same to the project as a whole.”

It is important to understand that ACC approval is not limited only to major alterations such as adding a deck to a house, but includes such items as changes in exterior paint color, landscaping, etc. Approval also is required when an existing item is to be removed, or when replacing an existing item with one identical to one already approved by the ACC.

B. Architectural Control Committee Review Criteria

The ACC evaluates all submissions on the merits of the application and compliance with the *Architectural Design and Maintenance Standards*. The ACC's evaluation is based on the overall design proposal and on consideration of the property's characteristics (e.g., housing type and features, lot location and shape, features of neighboring properties), recognizing that suitability of an exterior addition or modification in one instance may not be suitable in another. Under no circumstance will an ACC decision be based on an individual's personal taste or opinion. Rather, design suitability and acceptability will be based on the following criteria, which reflect the general standards of the Covenants:

1. Validity of Concept & Adherence to the Design & Maintenance Standards
The basic idea must be sound, appropriate to its surroundings and must comply with the *Architectural Design and Maintenance Standards* and Governing Documents of the MGHOA, and, to the extent applicable, the master plan of the community.
2. Design Compatibility
The proposed change, addition, or improvement must be compatible with the architectural characteristics of the applicant's property, adjoining properties, the neighborhood setting and landscape, and the master plan of McLean Greens. Compatibility is defined as similarity in architectural style, materials, color, construction details, and quality of workmanship.
3. Location and Impact on Neighbors
The proposed project must relate favorably to the landscape, the existing structure, and the neighborhood. In addition to design compatibility, primary concerns regarding architectural changes, additions, or improvements relate to their impact on access, view, sunlight, ventilation, and drainage. For example, fences may not obstruct views, airflow, or access to one or more neighboring properties. Similarly, decks or larger additions may not throw unwanted shadows on an adjacent property, infringe on a neighbor's privacy and view, infringe on an easement, or reduce open space.
4. Scale
The size (in three dimensions) of the proposed alteration must be compatible with adjacent structures and surroundings. For example, a large addition to a small property may be inappropriate.

5. Color
Color may be used to soften or intensify visual impact. Parts of an addition or alteration that are similar to the existing house, such as roofs, doors, shutters, and trim, must be consistent in color. Please see the guidance entitled Paint – Exterior under the section Exterior Change Design Standards.
6. Materials
Materials used in the construction of architectural changes, additions, or improvements must be the same as or compatible with those used on the original home. The ACC will evaluate materials compatibility on a case-by-case basis.
7. Workmanship
The quality of work must be equal or exceed the original construction. McLean Greens assumes no responsibility for the safety or structural validity of new construction by virtue of an approved application. It is the responsibility of each applicant to obtain a building permit when required and comply with all federal, state, county, and other local or municipal codes and regulations.
8. Timing
ACC authority for a requested architectural change, addition, or improvement will be automatically revoked if construction has not been completed:
 - within the dates specified by the building permit (if applicable), or
 - within 30 days of commencement of work, unless stated expressly otherwise in the notice of approval.

APPLICATION AND REVIEW PROCESS

A. Exterior Alteration Applications

An Exterior Alteration Application (available on website) must be completed, signed, dated, and submitted to the management company. It will be forwarded to the ACC for review and must be approved before beginning any exterior alteration or modification. The application must describe the modification or alteration in sufficient detail to allow the ACC to fully consider the proposed action.

B. Application Contents

Exterior Alteration Applications must contain all of the following information to be deemed complete:

1. Site Plan
The application must include a site plan showing the size, location, and configuration of your home, and all existing improvements. The proposed alteration must be drawn on the copy of the site plan.
2. Description of the Project and Description of Materials
The application requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used, overall dimensions, and,

as in the case of decks or porches, height off the ground. Existing materials and colors of house, trim, and roof, along with samples of materials and colors of the proposed alteration or improvement, are also required.

3. Drawings/Photographs

Complete drawings showing all dimensions, elevations and details of the proposed project are required. Drawings must show the relation of the project to the existing home. Drawings which are illegible take time to review, slow the process, and may cause the application to be returned. Therefore, be as clear and accurate as possible in rendering the proposed alterations.

4. Signatures

All applications must include the signatures of at least two (2) most affected homeowners, including all adjoining homeowners to indicate their awareness of the proposal. Their signatures do not necessarily reflect approval, but only awareness of the proposed modification. In order for adjoining homeowners to be aware of the project, the complete project application shall be offered for review to the adjoining homeowner when a signature is requested. Neighboring owners shall be shown the complete application to be submitted; including all plans and drawings at the time signature is requested.

5. Commencement/Completion Date

Applications must contain the proposed commencement and completion date. Unless stated expressly otherwise by the ACC, owners must complete construction within 30 days of commencement of work.

The application must include all information as requested in these Design and Maintenance Standards. Applications that are unsigned or do not contain all requested information will be considered incomplete and will be returned to the homeowner without consideration.

C. Application Review Procedures

All applications shall be submitted to the community manager. Please check our community website or newsletter for the community manager's information.

McLean Greens Home Owners Association
Architectural Control Committee
c/o The Community Manager

Alternately, applications may be faxed to the community management company.

Each application will be reviewed for completeness by the ACC. If pertinent information is omitted, the incomplete application will be returned to the homeowner without consideration, noting the additional information required.

Once the ACC determines the application is complete, the review process begins.

The application will be reviewed by a quorum of the ACC. The ACC must act upon all applications submitted and deemed complete within thirty calendar days (30) of receipt. Under the Covenants, Article VIII, Section 1, any complete application not acted upon within thirty (30) days shall be deemed approved. Any communication to the applicant from the ACC may re-set the 30-day "clock."

Homeowners submitting applications containing special circumstances that require interpretation of these *Design & Maintenance Standards* or further explanation will be notified and if necessary asked to be present at the ACC meeting when their application is being considered.

The decision of the ACC will be mailed to the address on the application, whether or not the homeowner was present at the ACC meeting when their application was considered. If the decision is for acceptance, the letter will be sent via first class mail; if denied, notice will be sent via certified mail.

Once a plan is approved, it must be followed, or a modification must be approved in accordance with Article VIII of the Covenants and these *Standards*.

D. Appeals Procedures

An appeals procedure exists for those homeowners adversely affected by an ACC decision. Any applicant or affected homeowner who wishes to appeal a decision of the ACC has ten (10) calendar days from receipt of the decision to file a written request to the BOD setting forth the rationale for the appeal. An appeal shall be heard if the applicant or affected homeowner can reasonably demonstrate that one of the following conditions exist:

1. That proper procedures were not followed by the ACC during the administration or review process.
2. That the applicant or any affected homeowner was not afforded the opportunity to be heard or present information pertinent to the issue being considered.
3. That the applicant or any affected homeowner was not granted a fair and impartial review.
4. That the ACC decision was irrational, arbitrary or inconsistent with the criteria set forth in these *Standards*.

The BOD has sixty (60) calendar days from receipt of the request to review the appeal and issue its decision. The applicant or any affected homeowner may appear in person before the BOD to supplement the information submitted with their request for appeal. Homeowners will be notified in writing of the decision of the BOD.

RESALE DISCLOSURE AND STANDARDS AMENDMENT PROCEDURES

A. Re-Sale Disclosure Packet

A Disclosure Packet is required by the Virginia Property Owners' Association Act to be completed and issued to you or your authorized agent prior to the closing of the sale of your home. This packet provides information on the current status of assessment payments and on the existence of any architectural design or maintenance violations.

Any exterior alteration which has been made since the builder completed the approved plan must have an approved Exterior Alteration Application in the unit file. Lack of an approved application constitutes a violation and will be noted in the Disclosure Certificate.

The Disclosure Packet helps to protect the future buyer against unknown problems with past owners' architectural changes. If everything is in order, it also protects the seller from potential lawsuits involving violations of the Covenants by subsequent owners.

To obtain a Disclosure Packet for your property, contact the community manager upon ratification of a contract for purchase.

B. Amendments to the Architectural Design and Maintenance Standards

To assist the Board with this function, the ACC will periodically review and evaluate these *Design and Maintenance Standards* to determine whether any changes are necessary. In addition, members of the MGHOA may submit written requests for changes to the BOD or ACC in care of the McLean Greens community manager. The community manager will forward the requested change(s) to the ACC which will review and, if deemed appropriate, provide a recommendation on the adoption of the proposed change(s). All changes must be approved by the BOD prior to incorporation into this document.

MAINTENANCE & USE REQUIREMENTS

The purpose of this section is to list and illustrate the maintenance requirements of the community that are required by the MGHOA and property owner. This list is by no means all-inclusive, but rather provides the examples of maintenance requirements of the homeowner. Many of the requirements are taken directly from the Covenants.

Violations of maintenance standards are violations of the Covenants and are pursued under and in accordance with Article VIII of the Covenants.

A. MGHOA Maintenance Responsibilities

The MGHOA shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements thereon (including fixtures, personal property and equipment related thereto). The MGHOA shall keep the Common Area in good, clean, attractive condition as determined by the BOD and ACC.

1. MGHOA Control of Common Areas

No owner shall improve, repair or alter the Common Elements without the expressed written consent of the Board of Directors. This includes all vegetation and landscaping.

If any Common Area or improvement thereon is damaged or destroyed by an Owner, or such Owner's tenants, guests, licensees, agents or family members, the MGHOA shall repair such damage at the Owner's expense.

No owner or resident shall dump or otherwise dispose of or place trash, garbage, debris or any unsightly or offensive materials on any Lot or the Common Areas.

B. Homeowner Maintenance Responsibilities

Property owners and residents shall at all times maintain their property and all improvements thereon in a good, clean, attractive condition, in a manner of order and repair consistent with these *Standards*. This includes, but is not limited to, items such as mowing grass, removal of trash, structural maintenance, parking of vehicles, and use of the Lot and home. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. For the purposes of this document and the Covenants, "upkeep" shall be defined as care, inspection, maintenance, operation, repair, repainting, remodeling, restoration, improvement, renovation, alteration, replacement and reconstruction.

1. Dwellings and Structures

Residents are responsible for maintaining the exterior of their dwellings and all improvements thereon, such as decks and fences.

Some of the following conditions are examples considered a violation of the Covenants:

- a. Peeling exterior paint.
- b. Equipment that is either broken, in need of painting, repairing or upgrading.
- i. Baby carriages, bicycles or other articles of personal property that are stored on any area of the lot except in the rear area.

Routine maintenance of your property will preserve and protect your home and limit personal liability. The MGHOA expects that owners will do all maintenance necessary to prevent any of the cited conditions from occurring at McLean Greens.

2. Mowing and Trimming
Turf areas shall be mowed at regular intervals, maintaining a neat appearance and a maximum height of six inches. Curbs and sidewalks must be kept trimmed and free of debris. Planted beds must be kept in a neat and orderly manner.
3. Weed Control
Weeds shall be controlled in all areas of a Lot.
4. Lawn and Garden Fertilization
Special care must be taken not to over fertilize or to fertilize lawns and gardens where there is the chance of harmful runoff.
5. Pesticides and Herbicides
Pesticides and herbicides shall be applied according to label instructions for the specified problem. Emphasis must be placed on organic/biodegradable materials to ensure the least harm to the natural environment. Care in application is extremely important. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use with caution and follow instructions.
6. Erosion Control and Drainage Management
Residents are responsible for erosion control, for maintaining proper drainage through their property, and not blocking or hindering natural drainage from adjoining properties.
7. Trees & Ground Surface
Tree maintenance and care are addressed in two areas within this document. In certain cases, an Exterior Alteration Application is required to perform maintenance on a tree. Please read this section carefully and refer to the section on trees located in the Exterior Change Design Standards.
Owners shall not remove trees measuring four inches or more in diameter at a point two feet above ground level from any portion of the Property without the prior approval of the ACC.
Owners must obtain approval of the ACC before planting any tree within ten (10) feet of a Lot boundary that may grow over a height of six (6) feet.
8. Trash Removal
Residents are responsible for picking up litter on their property as well as debris on open space that originated from their property. No accumulation or storage of litter, new or used building materials, or trash of any kind shall be permitted on any lot.
In accordance with the Covenants, all trash receptacles must be kept out of sight and stored in an enclosed location. All trash that may attract scavengers must be placed in a covered receptacle or a heavy-duty rodent/bird proof bag. Trash and recyclables shall only be placed out for collection after dusk the night before collection day. All receptacles must be removed from view after collection no later than 8:00 p.m. the day of collection.
Removal of trash and debris from all community areas accumulating from resident usage will be completed as necessary. The removal of trash costs the

MGHOA; however, voluntary neighborhood cleanup, in addition to controlling litter at the source, prevents expenditure of MGHOA funds.

9. Parking

In accordance with Article VIII, Section 13, of the Covenants, "No commercial truck, commercial bus, or other commercial vehicle of any kind shall be permitted to be kept or parked overnight upon any portion of the Properties."

In accordance with Article VIII, Section 16, of the Covenants, "No boats, trailer, tents, or other structures of a temporary character, or portable vehicle other than automobiles shall stay parked forward of any dwelling for a period exceeding four (4) calendar days."

All abandoned vehicles are subject to towing at the owner's expense.

In accordance with Article V, Section 2, of the Covenants, "Ownership of each lot shall entitle the owner or owners thereof to the use of not more than two (2) automobile parking spaces, which shall be as near and convenient to said lot as reasonably possible, together with the right of ingress and egress in and upon said parking areas."

Visitor parking is for the use of persons visiting owners and residents of the McLean Greens community, and should not be used as supplemental parking for owners and residents. Owners and residents requiring supplemental parking in excess of their two assigned spaces must park their additional vehicles in a legal fashion on the streets in areas not expressly designated as reserved or visitor parking. Vehicles belonging to owners and residents that are parked in visitor parking are subject to towing at the vehicle owner's expense. Any vehicle left unmoved in a visitor space for more than 14 consecutive days is subject to towing at the owner's expense.

10. Vehicle Repairs

In accordance with Article VIII, Section 14, of the Covenants, "No portion of the Properties shall be used for the repair of automobiles, nor shall any vehicle other than a private automobile be parked in any of the parking spaces maintained by the Association. After ten days (10) written notice to the owner of any vehicle parked in violation of this covenant, the Association may remove such vehicle at the expense of the owner thereof."

11. Clotheslines

In accordance with Article VIII, Section 7, of the Covenants, "No exterior clothesline, or clothes hanging device, except that of an umbrella-type nature with a diameter not exceeding 7 feet, shall be allowed upon any lot. Washing may be dried only between 9 a.m. and 5 p.m. Monday thru Saturday."

12. Snow Removal

Property owners are responsible for clearing snow and ice from the lead walk to the home and the clearing of any sidewalks fronting or bordering the home.

EXTERIOR CHANGE DESIGN STANDARDS

This section lists the most common requests for exterior alterations and their design standards. The contents of this document are neither all inclusive nor exclusive; rather, they are intended to address and present examples of what is permissible and required.

Air Conditioners

Air-conditioning units extending from windows are prohibited. Exterior units that are part of a central air conditioning/heating system may be added or relocated only when they do not interfere visually with neighbors. Screening shall be required to reduce visual impact. An application is required to relocate or add an air-conditioning unit as described above.

Antennas

In accordance with Section 207 of the Federal Telecommunications Act of 1996:

- No antenna or satellite dish shall be installed on any Common Area of the McLean Greens community.
- Owners shall not erect or maintain on the exterior of any Lot any television antenna, satellite dish or other type of antenna or receiver greater than one meter in diameter.
- Prior approval of the ACC is not required for the installation of a satellite antenna or receiver measuring *under* 1 meter in diameter.

However, notice of such an installation or planned installation is required. Prior notice will assist the homeowner in selecting the best possible location for the equipment while complying with the requirement for the least visible and unobtrusive location. The ACC may condition the placement of the receiver as long as signal reception is not impaired.

Ground Mount. Must be located on a rear lot location. Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or among shrubbery. Screening may be required.

Roof Mount. Must be located on the rear of the roof, below the roof peak. If a front roof mount is necessary, all equipment must be installed to one side of the roof, rather than in the center.

Structure Mount. Shall be located such that the equipment is adjacent to a chimney or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. Screening may be required.

When any antenna is no longer in continuous use as such, it will be in violation of this standard and shall be removed prior to issuance of the disclosure packet.

Attic Ventilators

Attic ventilators and turbines are permitted. They shall blend with the surface to which they are attached. Roof location shall be on the rear of the house and below the roof ridge.

Awnings

Exterior awnings will only be approved if demonstrated to be clearly compatible with the architectural design and qualities of the home.

Compost Bins:

Compost bins are prohibited.

Decks and Patios

Decks may be constructed, repaired or replaced with the approval of the ACC.

Patios shall be located to allow for ground plane landscaping and shall be of materials that complement the home and neighborhood building material, and require ACC approval.

Dog Houses, Runs, and Animal-Entry Doors

Doghouses must be compatible with the applicant's house in color and material, or match an approved wood fence. They must be located where they will be visually unobtrusive and may not exceed four (4) feet in height. Plantings to screen the house may be required.

Dog runs and pens are not allowed.

Pet-entry doors are permitted only into the fenced area where the animal is restricted. The entry door must be painted to match the siding, or anodized aluminum is acceptable.

Doors – Exterior

Doors with exposure to the exterior must be replaced with a style and color consistent with the prevailing neighborhood architectural theme, and must be approved by the ACC.

Exterior Decorative Objects

Approval is required for all exterior decorative objects, including natural and man-made, located in the front or side yard. Exterior decorative objects include, but are not limited to, such items as birdbaths, wagon wheels, sculptures, fountains, decorative ponds, stumps, driftwood piles, boulders, or freestanding poles.

Consideration will be given to size, style and harmony with community design.

Approval is not required for temporary holiday lights or decorative objects for the period three weeks prior and three weeks after the holiday in question.

Electronic Insect Traps

Electronic insect traps will be regulated based on the same criteria as exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise. These devices shall be operated only during those times when the immediate area protected by the trap is occupied by the owners/residents or their guests.

Facades

No owner shall change the façade material of their home nor change the material on the side(s) of the home without approval of the ACC. Applications to repair or replace façade material must show the location of the repair or replacement and confirmation of use of same material as exists on the home. See also the guidance under the section entitled Siding.

Fences

1. Rear Yards: Rear yard fences must be constructed or replaced with fences that are consistent with the prevailing neighborhood architectural theme, and must be approved by the ACC.
2. Front Yards: Front yard fences are not permitted.

Flagpoles

No mast flagpoles are allowed. However, flags are permitted to be flown from holders attached to the exterior wall of a home.

Flues & Vents

All vent stacks, exhaust vents and other mechanical equipment must be located in the most unobtrusive way possible and painted to match the roof or wall to which attached.

Gutters & Downspouts

Gutters and downspouts must be integrated into the architectural design in color, shape and location, and must be approved by the ACC. Further, gutters and downspouts must not adversely affect drainage on adjacent properties.

House Numbers

House numbers shall be replaced with ones of exact style and color as the original numbers on the house or must be approved by the ACC.

Landscaping – Gardens

Landscaping and gardens must not obstruct sight lines required for vehicular traffic.

All gardens must be neatly maintained; this includes removal of all unused stakes, trellises, and dead growth.

An Exterior Alteration Application is required for hedges or other features, which, in effect, become structures, fences or screens. Any anticipated change in proportion of organic to non-organic landscaping materials (e.g. addition of rocks to front yard) must be approved by the ACC.

An Exterior Alteration Application is required for railroad ties or garden timbers which form a wall over 12" high for a length of eight feet or more. Include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property boundaries.

Landscaping – Rock Gardens

An application must be submitted for rock gardens, collections of rocks, and single rocks exceeding 24" diameter. All rocks shall be left their natural color.

Landscaping – Trees

Owners may not remove any trees from any portion of the Lot without the prior approval of the ACC. Likewise, prior approval is required before any additional tree is planted on a Lot.

The Exterior Alteration Application submitted should show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.

Landscaping – Vegetable Gardens

Vegetable gardens shall only be placed in rear yards and shall not pose a threat of damage to other property due to overgrowth or through the flow of water.

Lead Walks

All lead walks (walks leading to the home's main entrance) must be repaired or replaced with the original material.

Lighting – Exterior

Exterior lights attached to a home must be replaced with a fixture approved by the ACC. The fixture must be harmonious with the style and character of the home and neighborhood.

Ground level lights must be unobtrusive in nature, with a black or dark green finish. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner that could disturb neighbors. In particular, care must be taken in arranging the angle of a floodlight. Applications shall show the estimated light level and shine pattern.

Paint – Exterior

Exterior painting shall be composed of not more than two colors, with one color for doors and all door trim, all shutters, and full window trim, and a second color for the body of the townhome.

Townhomes with brick facades are required to use only one color for trim, shutters, and doors.

In order to maintain neatness of appearance and architectural consistency throughout the McLean Greens community, owners and residents are required to select exterior

paint from a pre-approved palette of colors. This list of approved colors may be obtained from the ACC or the community manager.

The ACC will approve color combinations for individual homes that are in harmony with surrounding homes.

Roofing

Roofing shall be maintained and replaced with asphalt shingles that are consistent with the prevailing neighborhood architectural theme, and must be approved by the ACC.

Satellite Dishes/Receivers – see “Antennas”

Siding

Siding shall be replaced with material of a style that is consistent with the prevailing neighborhood architectural theme, and must be approved by the ACC. Facades with brick finishes shall not be covered or replaced with siding of any type.

Signs

In accordance with Article VIII, Section 8, of the Covenants, “No sign of any kind larger than one foot square shall be displayed to the public view on any lot, except temporary signs of more than four square feet advertising the said lot for sale or rent.”

Skylights

Skylights must be located on the backside of the roof ridge only.

An Exterior Alteration Application shall show the relative location of the skylight to the roof and show the scale of the skylight to the roof.

Sport & Recreation Equipment

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

1. Location. Such equipment shall be placed in rear yards behind the dwelling so it is not visible from the street.
2. Scale and Design. The equipment shall be compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether there will be an adverse visual impact.
3. Color and Materials. Equipment constructed of wood and left in a natural condition to weather is encouraged. Metal play equipment, if approved, shall be painted solid earth tones (brown, tan, dark green) to blend with the natural environment.

Permanent sport and recreation equipment (basketball hoops, play structures, etc.) are prohibited. Portable basketball hoops are also prohibited.

Solar Panels

Installation of solar panels on a home or Lot is prohibited.

Storage Sheds

Storage sheds must be compatible with the applicant's house in color and material, or match an approved wood fence. The shed must be located where it will be visually unobtrusive and may not exceed six (6) feet in height at its highest point. Plantings to screen the shed may be required. Construction and/or replacement of all sheds must be approved by the ACC.

Storm Doors and Windows

Storm doors and windows may be white or shall match the color of the door or window they protect or the adjacent trim. Only full view storm and screen doors are allowed. Decorative items such as imitation gate hinges and ornamental grillwork are prohibited. Only clear glass is acceptable.

Swimming Pools

No owner shall construct or use any portable swimming pools or other types of swimming pools at any location on a Lot, except for those designed for infant and toddlers. Placement and use of infant and toddler pools (6' diameter and no more than 12" tall) shall be in conformance with the standards of sport and recreation equipment.

Trash/Recycling Containers & Storage

All owners must keep all trash/recycling containers out of public view. Trash/recycling containers shall be stored in the rear of the house.

Windows

Windows shall be replaced with windows of a style and design that is consistent with the prevailing neighborhood architectural theme, and must be approved by the ACC.

Architectural Exterior Alteration Application
--sample--

Name: _____	Section: _____	Lot: _____
Address: _____	Phone: _____	
Start/Completion Dates: _____	Email: _____	
Application for: _____		

Please provide a complete, detailed description of the proposed change(s), including sketches, drawings, written description and show location on a copy of the site plan (plat) for the property. Refer to the McLean Greens HOA Architectural Design and Maintenance Standards for additional information. If you require a copy of this document, please contact the community management company.

For a fence/shed application: "We understand that the wood must be left to weather naturally with the use of only a clear preservative." _____ (Applicant's initials)

For a deck application: "We understand that a clear preservative or an approved stain may be applied but that the deck may not be painted." _____ (Applicant's initials)

Signatures of adjacent property owners, plus other property owners who have a view of the change:

Name: _____ Lot: _____ Name: _____ Lot: _____

Address: _____ Address: _____

Two signatures are required. Signatures indicate awareness, not approval or disapproval of the proposed change.

(I acknowledge having read the stipulations listed on page 2 of this form.)

Owner's Signature(s): _____ Date: _____

To be completed by the Architectural Control Committee

Approved: _____ Disapproved: _____ Date: _____

Additional information needed:

Comments or Stipulations:

Signature: _____ Date: _____

If you disagree with the decision, you may contact the McLean Greens Board of Directors to schedule a meeting for an appeal. A written request to appeal must be made within 10 days of receipt of the initial decision.

Please indicate your understanding of this application by placing your initials next to each point.

1. _____ I understand that compliance with McLean Greens governing documents and approval by the Architectural Control Committee (ACC) does not necessarily constitute compliance with the provisions or building and zoning codes of Fairfax County. Nothing herein contained shall be construed as a waiver or modification of any County restriction.
2. _____ I understand and agree that no construction or exterior alteration shall commence until written approval of the ACC has been received by me, and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
3. _____ I understand that members of the ACC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. _____ I understand that any approval is contingent upon construction or alterations being completed in a timely and professional manner.
5. _____ An ACC decision is required on all applications within 30 days of receipt by the ACC of a completed application.
6. _____ I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date specified by the ACC.

Please mail your application to:

McLean Greens Homeowners Association
c/o The Community Management Company
(see address on community web site or newsletter)
www.mcleangreens.org

Should you have any questions or concerns about this application, please contact the community management company.

Thank you.