

THE COURTS AND RIDGES AT ASHBURN

Architectural Guidelines

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Section I—Objectives of the Architectural Guidelines

SECTION I—OBJECTIVES OF THE ARCHITECTURAL GUIDELINES

The function of this document is to explain the role of the Architectural Review Board (ARB). It defines the architectural guidelines necessary for the successful maintenance, beautification, and enhancement of the Courts and Ridges of Ashburn. It also serves as a readily available guide for the ARB, the Courts and Ridges of Ashburn Association staff, and the residents and Board of Trustees of the Courts and Ridges of Ashburn.

The guidelines described in this document address improvements for which homeowners most commonly submit applications to the ARB. This document is not intended to be an all-inclusive or exclusive rules and regulations document, but rather to serve as a guide to what may be done. The Courts and Ridges of Ashburn Architectural Guidelines exist to:

1. Increase resident awareness and understanding of the Covenants that rule the Courts and Ridges of Ashburn.
2. Describe the architectural review procedures established by the Covenants.
3. Illustrate design principles to aid residents in the development of exterior improvements that are in harmony with the immediate neighborhood and the entire community.
4. Assist residents in preparing an acceptable application to the ARB.
5. Provide the ARB with uniform guidelines for the review of applications.

Lastly, these guidelines reflect the goals of the founding documents of the Courts and Ridges of Ashburn Association and actions of the Association's Board of Trustees.

Section II—Protective Covenants

SECTION II—PROTECTIVE COVENANTS

The Declaration of Covenants and Restrictions is one of the Courts and Ridges of Ashburn Association's governing documents. The Covenants set the standards by which quality of design is implemented and maintained in the Courts and Ridges of Ashburn.

The Covenants have been recorded among the land records of Loudoun County, Virginia and all lots sold within the Courts and Ridges of Ashburn are sold subject to these Covenants. They "run with the land" and are binding on all property owners and their successors in title. For this reason alone, the Covenants should be periodically reviewed and fully understood by each property owner.

Every Courts and Ridges of Ashburn property owner is to receive a copy of the Covenants at settlement. If you do not have a copy, please contact the current property management company. Phone numbers are available on the Courts and Ridges Website at www.courtsandridges.org.

Section III—Architectural Review Board

SECTION III—ARCHITECTURAL REVIEW BOARD

The role of the Courts and Ridges of Ashburn Association, of which every homeowner is a member, is to maintain a community according to the Association Covenants. By maintaining the community according to the Covenants and by creating Architectural standards that are consistently implemented and enforced the Association creates an environment that protects home owner property values while creating an attractive community with amenities that make for an enjoyable environment for all individuals who live in the community.

To ensure these responsibilities are achieved, the Covenants establish the Architectural Review Board (ARB). The ARB ensures the retention of the harmonious and diverse design qualities of the Community. Surveys of planned community's show that the existence of an ARB is reflected in the preservation and enhancement of real estate values and is of prime importance to residents. The ARB performs its task of ensuring aesthetic quality of the homes and their environs by establishing and monitoring the architectural review process. They ensure that proposed exterior alterations comply with the objectives set forth in the Covenants; this involves regular and systematic review of all applications submitted by residents. This manual focuses on exterior alterations made by homeowners.

All restrictions and procedures set forth in the Architectural Guidelines are in addition to the restrictions and procedures which must be followed and which are set forth in the applicable ordinances of Loudoun County, Virginia. Compliance with these guidelines and with the ordinances of Loudoun County is a pre-requisite to the alteration of, or addition to any lot within the Courts and Ridges of Ashburn.

Unless otherwise explicitly stated all subject matters covered in the document require ARB approval before modifications to a homeowner's property can be made.

Homeowners should review all appropriate sections of this document prior to completing an application.

3.1 Changes Requiring ARB Review

Article III, Section 4 of the Covenants explicitly states that all exterior alterations, permanent or temporary, require the approval of the ARB. Article VI, Section 1 states the following:

“Conditions for Architectural Control: No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any Lot or Common Area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration, shall be made or done without the prior approval of the Architectural Review Board. No building, residence, or other structure, fence, wall, or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made, or done on such property without the prior written approval of the Architectural Review Board.”

It is important to understand that ARB approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color, material, doors, walkways, etc. Approval is also required when an existing item is to be removed; e.g. trees, deck, patio, porch, , walkways, driveway.

Section III—Architectural Review Board

Also in accordance with Article III, Section 4 of the Covenants, once a plan is approved it must be implemented as approved.

ARB review begins with the submission of an Exterior Alteration Application by the property owner proposing the project. Each such application for a change or modification is reviewed on an individual basis. There are no "automatic" approvals, unless specifically provided for in the Architectural Guidelines (i.e., a homeowner who wished to construct a deck identical to one already approved by the ARB is still required to submit an application).

Section IV—Architectural Review Board and Applicant Review

SECTION IV—ARCHITECTURAL REVIEW BOARD AND APPLICATION REVIEW

4.1 Review Criteria

The ARB reviews all submissions for exterior changes on the individual merits of the application. What may be an acceptable design for one exterior may not be for another. For example, exterior changes to townhouses, due to their relative closeness to each other, are usually more noticeable and have more of an impact on adjoining properties than changes to detached homes. In short, evaluation of the design proposal includes the close review and consideration of the housing type and individual site.

Design decisions made by the ARB in the review of applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent the general standards of the Protective Covenants.

1. Relation to the Courts and Ridges of Ashburn Open Space Concept. Fencing, in particular, can have damaging effects on open space. Other factors, such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off may have adverse effects.
2. The basic idea must be sound and appropriate to its surroundings.
3. The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of material, color, and construction details.
4. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
5. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as the roof and trim must be matching in color.
6. Continuity is maintained by the use of same or compatible materials as were used in the original house. Vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house. (The ARB realizes that options may be limited somewhat by the design and materials of the original house.)
7. The quality of work should be equal to, or better than that of the surrounding area. Poor workmanship can create safety hazards and can be visually objectionable to others. (The Courts and Ridges of Ashburn Association assume no responsibility for the safety of new construction by virtue of design or workmanship.)
8. The majority of alterations may be constructed or installed by residents themselves rather than a contractor. However, projects that remain uncompleted for long periods of time are visually objectionable and can be a safety hazard for neighbors and the community. All applications must include a start and completion date. If such a time period is considered unreasonable, the ARB has the right not to approve the application.

Section IV—Architectural Review Board and Applicant Review

4.2 Exterior Alteration Application

The ARB has designed an Exterior Alteration Application (see Design Appendix "G") that must be completed and submitted prior to construction start. The same application is to be used for all exterior alterations regarding private property and community common ground. Any resident, community board, or community committee must file an application regarding modifications and alterations to common ground and community property. This application requests any information that may be useful in determining the detail and scope of the project, including a site plan.

A site plan is a scaled drawing of the lot (site) showing the exact dimensions of the property, adjacent properties, if applicable, and all improvements (including those covered by the application). The property easement diagram you received when you purchased your home will provide a basis for your site plan. More complex applications may require 10 or 20 scale blowups (i.e., 1" = 10', 1" = 20") of the plat plan. Contour lines may be required when drainage is a consideration.

4.3 Review Procedures

All Exterior Alteration Applications shall be submitted to the ARB via the Association's community manager's mailing address as posted on the Courts and Ridges of Ashburn web site. Each application will be reviewed to verify its completeness (community management firm/personnel). If information required as part of the application is missing, the application will be marked as "incomplete" and returned to the homeowner without submission to the ARB. If the application is complete and accurately submitted, the review process will begin.

Applications must have the following information to be considered *complete*:

1. Describe in full detail the proposed exterior change or modification (including type of material and color) and attach exhibits (sketches, pictures, clippings, catalog illustrations, etc.) as pertinent.
2. Attach the certified plat (provided by your builder at closing) showing the location of the proposed project.
3. Specify Start and completion dates.
4. Include the signatures of four (4) property owners who are most affected by the proposed request because they are adjacent to, or have a view of the proposed project.
5. Sign and date the application on the back of this page.
6. Submit one original application and two copies.

The application may be approved by a quorum of the ARB.

An ARB decision is required on all completed applications within forty-five working days after its receipt by the ARB. Applicants with special cases that require an interpretation will be notified and asked to be present for the meeting concerning their case.

The ARB decision will be mailed to the address on the application, whether or not the applicant attends the meeting.

Section IV—Architectural Review Board and Applicant Review

Applicants shall be responsible for notifying all property owners who are most affected by the application of any and all modifications to the original application as a result of the ARB review.

4.4 Appeal Procedures

A rejected ARB application may be appealed if the applicant believes one of the following occurred during the review process:

1. Proper procedures were not followed during the administration and review process.
2. The applicant and any other affected residents attending the meeting were not given a fair hearing.
3. The ARB decision was arbitrary and without a rational basis.

To initiate the appeal procedure, the applicant must make a verbal request to the community manager/personnel for an appeal within five (5) working days of receiving the ARB decision. A written request, to the community manager/personnel, must follow within ten (10) working days of receiving the ARB decision. Other residents or neighborhoods that wish to appeal the decision must make a verbal request within five (5) working days, to the community manager/personnel, after the ARB decision, again followed by a written request, to the community manager/personnel, within ten (10) working days of receiving the ARB decision.

The ARB will review its original decision and, if the ARB decision is still unsatisfactory to the applicant, a second appeal can be made to the Board of Directors.

4.5 Enforcement Procedures

Article III, Section 4 of the Covenants require the ARB to ensure that lot changes or modifications are in accordance with the original approved plans and the basic architectural standards. Should a violation occur, the following procedures, adopted by the Board of Directors, will be implemented.

1. All violations will be confirmed by a site visit by the community manager, and/or ARB member.
2. An attempt will be made to contact, by phone, the resident in violation.
3. If within three working days no contact has been made, a written violation notice will be sent by mail.
4. If the violation is not resolved within fifteen working days after the written notice is postmarked, a second written notice will be sent by certified mail.
5. If the violation is not resolved within fifteen working days after the second written notice is postmarked, a notice informing the resident of the time and place of an ARB hearing concerning the violation will be sent by certified mail.
6. If the violation cannot be resolved by the ARB, it will be turned over to the Board of Trustees with a recommendation for legal action.

Section V—Modifications and Changes Requiring Applications

SECTION V – MODIFICATIONS AND CHANGES REQUIRING APPLICATIONS

5.1 Chimneys and Metal Flues

Chimneys must be masonry or enclosed in the same material as the exterior of the building. Large metal flues, chimney caps and all vents through the roof must be painted to match the roof color.

A complete chimney or flue application requires the following information:

1. Site plan showing the proposed chimney/metal flue(s) as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed chimney/metal flue(s) to include all dimensions.
3. Color and description of all materials being used to construct the proposed chimney. If brick is being used and there is brick already on the house, then the brick colors must match.
4. Color and style of house.
5. Estimated start and completion dates

5.2 Compost Piles

Compost piles must be constructed of a wooden outside frame with a wire or block interior (See Design Appendix “C”). Compost piles must not exceed four feet in height, must be located at least ten feet from a lot line, and must be in the rear of the lot within the side planes of the house.

All active compost piles must have a six-inch layer of straw over the top of them to prevent odors from escaping. All compost piles must be maintained and turned periodically to ensure the proper destruction of bacteria and weed seed caused by heat. Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate abandonment of the compost pile and violation of the Architectural Guidelines.

A complete compost application requires the following information:

1. Site plan showing the proposed compost pile as it relates to the applicant’s house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed compost pile to include all dimensions.
3. Color and description of all materials being used.
4. Landscape plans.
5. Estimated start and completion dates.

5.3 Decks and Patios

Patios provide a means for ground level extensions of living space with less visual impact than elevated decks. When deck or patio schemes include other exterior changes, such as fencing, lights, plantings, etc., the homeowner must also review all applicable sections of the Architectural Guidelines.

Section V—Modifications and Changes Requiring Applications

An application is required for all decks and patios.

The following should be considered when planning a deck or patio:

1. Decks and patios must be located in rear yards. Front or side yard locations will be evaluated on their individual merits.
 - a) Elevated decks for single-family detached houses must be located a minimum of twelve feet from the rear property line in the Courts, and a minimum of fifteen feet in the Ridges. Additionally decks should be at least twelve feet from one side of the property line and nine feet from the other side.
 - b) Ground level decks or patios for single-family homes must be located a minimum of three feet from the property line.
2. The ARB recommends the wood be allowed to weather naturally or be stained a natural wood color. For single-family homes, stain of the same color as the house or trim may be considered for the deck railing only on a case-by-case basis. Also for single-family homes, white paint on the deck railings only may be considered on a case-by-case basis.
3. A natural color Composite Decking is allowed.
4. If changes in grade or other conditions that affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.
5. If a patio is being considered, attention shall be given to providing sufficient drainage away from neighboring fence lines to offset impervious deck or patio areas, and to avoid standing water in all areas.
6. Elevated townhouse decks (30" or greater from the ground) must be set back a minimum of five feet from the rear property line. Stairs and stair landings shall be allowed to encroach into yard setbacks.
7. Elevated townhouse decks must be set back a minimum of one foot from side (common) property lines. However, consideration will be given to a smaller scale deck that acts as an extension of interior space. Patio homes with driveways in the back yard will be given special consideration in regards to the two-foot property rule.
8. Townhouse decks will have a vertical picket rail height of 36" to 42". Rail height greater than 42" shall be considered on an individual basis
9. The use of lattice above the deck is not appropriate. However, the use of lattice below decking will be allowed when the under deck area will be used for storage and if properly landscaped, i.e. plant hangers or other types of shrubbery.

Ground Level Decks and Patios.

A complete ground level deck or patio application requires the following information:

1. Site plan showing the size and location of the proposed deck/patio as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed deck/patio to include all dimensions and elevation.
3. Color and description of all materials being used.
4. Grading and drainage changes.
5. Landscaping plans.

Section V—Modifications and Changes Requiring Applications

6. Estimated start and completion date.

Elevated Decks

An application is required for all elevated decks..

A complete elevated deck application requires the following information:

1. Site plan showing the size and location of the proposed elevated deck as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed elevated deck to include all dimensions. Dimensions of railings, posts, stairs, steps, benches and other details are required. Include height of deck off the ground. The applicant must also demonstrate compliance with applicable Loudoun County ordinances that govern the enclosure of elevated decks.
3. Color and description of all materials being used. The ARB recommends the wood be allowed to weather naturally or painted a natural wood color. For single-family homes, stain the same color as the house may be considered for the deck railing only on a case-by-case basis.
4. Landscaping plans. (For all raised decks, above four feet off the ground, the ARB strongly recommends using landscaping around deck supports.)
5. Estimated start and completion dates.
6. Indicate whether or not the under deck area will be used for storage. If the under deck area will be used for storage, a landscaping or screening plan is required. Also, an approval must be obtained for under deck storage.

5.4 Doghouses and Runs

Doghouses and runs must be compatible with the applicant's house in color and material, or match a natural wood fence.

If a dog run is proposed, it must be located as to minimize the negative impact (visual, noise, odor, etc.) on neighboring properties to the greatest extent possible.

A complete doghouse or run application requires the following information:

1. Site plan showing the proposed doghouse or run as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed doghouse or run to include all dimensions.
3. Color and description of all materials being used.
4. Color and architectural style of owner's house.
5. Landscaping plans to complement and/or screen the doghouse or run.
6. Estimated start and completion dates.

Section V—Modifications and Changes Requiring Applications

5.5 Electronic Insect Traps

Electronic insect trap regulation will be 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 homeowners from noise and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or his guests.

A complete insect trap application requires the following information:

1. Site plan showing the proposed insect trap as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed insect trap to include all dimensions and height of fixture above ground
3. Color and description of all materials being used.
4. Estimated start and completion dates

5.6 Exterior Changes - Major

Major alterations are generally considered to be those that substantially alter the existing structure by addition and/or subtraction. However, other site changes such as driveway modifications are also included. Major building alterations include, but are not limited to, construction of driveways, garages, porches, greenhouses (attached and detached), rooms, fireplaces, chimneys and other additions to a home.

The design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses. The location of major alterations should not impair the view, the amount of sunlight or the natural ventilation of adjacent properties.

Pitched roofs should match the slope of the roof on the applicant's house where applicable. New windows and doors should match the type in the applicant's house and should be located in a manner that relates well to the location of exterior openings in the existing house.

If it is anticipated that changes in grade or conditions will affect drainage, this must be clearly indicated on the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials must be stored so that impairment of views from neighboring properties is minimized. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.

No carport will be allowed for any single family home or townhome in the Courts and Ridges of Ashburn.

Section V—Modifications and Changes Requiring Applications

A complete application for major exterior changes requires the following information:

1. Site plan showing the proposed structure as it relates to the applicant's house, adjacent houses and property lines.
2. Detailed drawings and plans of proposed structure to include all dimensions and exterior elevations. A full set of architectural drawings must be included.
3. Color and description of all materials being used, including type and color of siding on existing dwelling and proposed structure, color of trim on proposed structure, exterior lighting arrangements, etc.
4. Architectural style of owner's house.
5. Landscaping plans.
6. Estimated start and completion dates.

It is required that the final ARB application be a duplicate of the documents which are to be submitted to Loudoun County for a building permit and which should include color, materials and drawings (or photographs), as required, to illustrate the relation of the alteration to the applicant's house, adjacent houses and property lines.

5.7 Permanent or Fixed Exterior Decorative Objects

Approval will be required for all exterior decorative objects, both natural and man-made, that are visible to the neighboring homes. Exterior decorative objects include items such as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free-standing poles of all types and items attached to approved structures.

A complete exterior decorative object application requires the following information:

1. Site plan showing the proposed object as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed object to include all dimensions.
3. Color and description of all materials being used.
4. Estimated start and completion dates.

5.8 Exterior Lighting

No exterior lighting shall be directed outside the applicant's property.

Lighting which is part of the original structure must not be altered without ARB approval. Light fixtures that are proposed as replacements to original fixtures must be compatible in style and scale with the applicant's house. The replacement of exterior lights that are on the back of homes with security flood lights is acceptable. As stated above, the flood light may not be directed outside the applicant's property.

Section V—Modifications and Changes Requiring Applications

A complete exterior lighting application requires the following information:

1. Site plan showing the proposed light fixture as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of proposed light fixture to include all dimensions and height of the proposed fixture above the ground.
3. Picture and/or detailed drawing to include the “illumination zone” of each light fixture to determine the effect each light feature has on neighboring properties.
4. Color and description of all materials being used.
5. Wattage of bulb to be used.
6. Estimated start and completion dates.

5.9 Exterior Painting

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing and other appurtenant structures. Change of exterior color for single-family houses should relate to the color of the houses in the immediate area. Change of exterior colors in attached houses should be in conformance with established neighborhood guidelines or selected from one of the existing neighborhood colors.

To re-paint or stain a specific object to match its original color, an application need not be submitted.

A complete exterior painting application requires the following information:

1. List of all exterior colors on the house and appurtenant structures.
2. Color sample(s) of the new color(s) to be used.
3. Estimated start and completion dates.

5.10 Fences

The preservation of green space, natural features, and the feeling of openness set the Courts and Ridges of Ashburn apart from a typical subdivision. The purpose of our community open space is to provide each residential lot with the atmosphere of a larger, more open area. Fencing, if carelessly used or placed, encroaches upon open space and can even destroy it.

Should a homeowner decide a fence is necessary for their property, the following should be considered:

- Residents should collaborate with each other in regards to fence styles whenever possible to maintain harmony between surrounding homes.
- When the homeowner's goal is property separation rather than privacy, an "open" fence design is appropriate.

Section V—Modifications and Changes Requiring Applications

- Solid fences, which may be desirable for achieving privacy, may also provide unwanted shadows and loss of natural ventilation and views.
- Some homeowners desire to restrict children and/or pets to/from their property with fences. However, fencing should not be counted on to provide total privacy or security for the homeowner.
- Extending privacy fencing farther from a patio does not necessarily increase privacy and can adversely affect the concept of open space.
- Shrubbery should be integrated with fences to soften their visual impact.

Fence Guidelines:

1. Fence height should not be greater than is necessary for its intended use since fencing can have a significant impact on adjoining properties and community open space. Fencing should not be higher than six feet in height. However, fences higher than six feet may be submitted to the ARB and reviewed on a case-by-case basis.
2. The design of a fence should generally conform to other fencing in the area. Refer to Design Appendix "A" and "B" for an illustration of generally acceptable fence designs. Other fence designs may be submitted to the ARB and reviewed on a case-by-case basis.
3. Fencing should relate to the principal architectural features of the house in design, location and the ways in which it connects to the existing house. Fences will not extend beyond the center of the side yard(s) of the home, unless to accommodate inclusion of the air conditioner(s).
4. Front yard fences, or fences which appear to be in a neighbor's front yard due to lot configuration, will not be allowed.
5. Gates should be compatible to fencing in design, material, height and color.
6. Chain link fences are not allowed for residential homes.
7. Fences that are only finished on one side must be constructed with the finished side facing out.
8. Long lengths of continuous solid fencing will not be approved. (The term "Long" is a function of the size of the property.)
9. Wire mesh screening used to increase security, as part of an "open" fence design will be considered in special cases. The wire mesh will be attached on the inside of the fence and will not extend above the top rail.

Fencing Materials and Colors

Fencing should be compatible with the material and colors in the applicant's and adjacent houses. Continuity of texture and scale of materials should be considered. Fencing should match or blend with existing adjacent fencing. If a neighborhood fence standard has been established, all fencing will match such standards.

In houses with wood siding and strongly expressed wood trim, the greatest continuity is often achieved through relating a wood fence to the trim. Property line fences should be of an earth tone or left to weather naturally.

Section V—Modifications and Changes Requiring Applications

Single-Family Home Fence Guidelines

The following should be considered when designing a fence for a single-family detached house:

1. Generally fences should be restricted to the rear yard. Side yard fences may be considered if site conditions warrant as described below:
 - a. The location of the house on the lot, or if the lot itself is one where the homeowner essentially would have no fenced yard if the fence is held to the rear plane of the house.
 - b. The rear plane of the neighboring house is forward of the rear plane of the applicant's house.
 - c. The fence will encompass an air-conditioning unit, which is visible from the street or a side entry door, within reason.
2. Fencing used for privacy screens should be in short segments immediately adjacent to the house or patio.
3. Corner lots are considered as having two front yards, one side yard, and one rear yard. Corner lot fencing should not extend closer to either street than the closest point of the house to either street. Corner lot fencing may be allowed to extend into the side yard up to the front of the house. Other factors such as the relationship of the side yard to adjacent properties will also be considered in determining approved fencing locations.

Townhouse Fence Guidelines

Townhouse fencing shall be restricted to the following:

1. Fencing is to be in the rear yard of the property only. Locations for end units shall be considered on an individual basis. In some instances, end units may extend the fence to the side property line and up to the center of the side of the townhouse.
2. The tops of fences are to be installed on the horizontal. Changes in fence elevation shall be made by the use of "stepping".
3. A six (6) foot height Board-on-board fencing is strongly encouraged for all townhouses. Other types of fence designs will be considered on a case by case basis.
4. See Design Appendix "B" for the preferred townhouse fencing design.

Patio Home Fence Guidelines

Patio Home fencing shall be restricted to the following:

1. Fence style and layout must match in all relative details to what the builder originally installed.
2. To ensure privacy for patio, all homeowner's party-wall fencing must be in good disposition at all times.
3. Patio home owners must be thoroughly familiar with the Supplementary Declaration of Covenants and Restrictions document amended to the Courts and Ridges Association Guidelines on March 17, 1994, Article V, sections 1-3. This amended document defines the responsibilities of homeowners who share party wall fences in regard to their use, maintenance and replacement.

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4. If a patio home fence needs repair/replacement and the original builder materials are no longer commercially available, then ARB approval of a new fence design is required prior to fence repair/replacement. The approval of this new fencing material will constitute the “NEW” standard of approved fencing materials for all future patio home fences that require maintenance or replacement within the community.

Screening of Homes Along Major Roadways

Since lots with reverse frontage on major roadways are highly visible, the following "Special Privacy Actions" will be considered by the ARB as outlined below:

1. The planting of a natural screening, such as hedgerows.
2. The installation of patio or small-section fencing screens.
3. The installation of property line fencing as per the guidelines with landscaping.

A complete fence application requires the following:

1. A site plan showing the proposed fence as it relates to the applicant's house, adjacent houses, open spaces and property lines. Since most fencing involves boundary line considerations, applications must show the exact relationship of the fence and property lines.
2. Fence style to include all dimensions.
3. Color and description of all materials being used to construct the proposed fence.
4. Color and architectural style of the house.
5. Landscaping plans to complement and/or screen the proposed fence.
6. Types and colors of fences on the adjacent properties.
7. Estimated start and completion dates.

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5.11 Flagpoles

Permanent flagpoles must be of a height, color and location that is appropriate for the size of the property and background. Permanent freestanding flagpoles are approved only for detached houses and must be installed and maintained in a vertical position.

Homeowners wishing temporary flagpole staffs that do not exceed six feet in length and are attached at an incline to the front wall or pillar of the house or dwelling unit need not have an application.

A complete flagpole application requires the following information:

1. Site plan showing the proposed flagpole as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of the proposed flagpole to include all dimensions.
3. Color and description of all materials related to the proposed flagpole.
4. Estimated start and completion dates.

5.12 Greenhouses and Detached Solar Collectors

Detached greenhouses and solar collector panels will be reviewed under the same criteria as storage sheds with consideration for the special requirements of sun orientation. Attached greenhouses will be reviewed as room additions with special attention given to visibility of interior activities. Please see "Major Exterior Changes" for application contents for attached greenhouses.

A complete detached greenhouse and solar collector application requires the following information:

1. Site plan showing the proposed detached greenhouse or solar collector as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of the proposed detached greenhouse or solar collector to include all dimensions.
3. Color and description of all materials being used to construct the proposed detached greenhouse or solar collector.
4. Color and architectural style of the house.
5. Estimated start and completion dates.

5.13 Hot Tubs and Whirlpools

Hot tubs and whirlpools should be incorporated into an existing/planned deck or patio. Privacy fencing and or year round landscaping must be provided as screening from adjacent properties. Free-standing hot tubs and whirlpools are generally discouraged, however they will be allowed when appropriate screening and all necessary safety fencing is provided.

A complete hot tub or whirlpool application requires the following information:

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1. Site plan showing relation of proposed hot tub or whirlpool to adjacent property lines, applicant's house and adjacent houses.
2. Photograph and or sketch of proposed hot tub or whirlpool.
3. Color materials and dimensions.
4. Estimated start and completion dates.

5.14 In-Home Business

Loudoun County regulates in-home businesses. In addition to County control, the Association is concerned about the impact of in-home business on the residential character of the neighborhood and on adjacent neighbors. While in-home business is encouraged as a source of income and community diversity, customer-oriented businesses are not allowed. Customer-oriented businesses are defined as those businesses that require customer visitation to conduct their business operations; e.g., sales, etc.

In addition to compliance with the County's Home Occupation Regulations, the following special regulations shall apply:

1. No sign or other advertising device of any nature shall be placed upon any lot.
2. Operating personnel shall be limited to one person who is not a permanent resident in the home.
3. No exterior storage of business-related materials will be allowed.

A complete in-home business application requires the following information:

1. An overview of how products, services or materials will be distributed and advertised.
2. A statement on traffic and parking as it impacts neighbors.
3. The number and type of deliveries required.
4. The type and number of vehicles to be used to conduct business and where the vehicles will be parked.

5.15 Landscaping and Vegetable Gardens

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

All gardens must be neatly maintained throughout the growing season. This includes removal of all unused stakes, trellises and dead growth.

Changes NOT requiring an application:

1. Planting within three feet of the foundation, flowerpots, hanging plants, etc.
2. A maximum of three plantings in any one season unless the plantings impact neighboring properties (obstruct views, shade adjacent properties, etc.).

Changes requiring an application:

1. Hedges. If proposed hedges are more than two feet in height or eight feet in length, or if other features become structures, fences or screens.

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2. Railroad Ties or Garden Timbers. If either the ties or timbers form a wall over twelve inches in height and eight feet in length.
3. Rock Gardens. If a rock or collection of rocks exceeds 24 inches in any direction. All rocks will remain their natural color.
4. Vegetable Gardens. If the following conditions are NOT met, an application must be submitted:
 - a. Located between the rear line of the house, the rear property line and sidelines of the house, and does not exceed one quarter of this area.
 - b. Is not planted on a grade exceeding a ratio of 5 feet to 100 feet.
 - c. Does not damage the property below it through the flow of water onto the lower property.
5. Tree Removal. Residents are advised to consult with the Loudoun County Extension Office and the Courts and Ridges of Ashburn Association staff for compliance with county ordinances on tree cutting and removal.

The following trees may NOT be removed without prior ARB approval:

1. Live trees with a diameter in excess of four inches, measured twelve inches above the ground.
2. Live trees with a diameter in excess of two inches, measured twelve inches above the ground, which are generally known as flowering trees or broadleaf evergreens.
3. Live vegetation on slopes with a grade greater than 20 gradient or marked "no cut" area on original plans.

A complete landscaping application requires the following information:

1. Site plan showing the proposed landscaping/garden/trees to be removed as it relates to the applicant's house, adjacent houses, open spaces and property lines.
2. Detailed drawing of the proposed landscaping to include all dimensions.
3. Description of all materials being used in the proposed landscaping/garden to include the types and sizes of trees and shrubs, garden plantings, timbers, rocks, etc.
4. Description of grading changes, if any.
5. Estimated start and completion dates.

5.16 Grills

Portable grills, gas and charcoal, are permitted on rear decks, porches, and patios without application. Major appliances, i.e. refrigerators, televisions, washers, dryers, etc., are not permitted on exterior structures applied for via Exterior Alteration Application to include porches, decks, patios, and screened porches.

Permanent grills should be placed in the rear of the house and should be located to the rear of the house, within the side planes of the house.

A complete grill application requires the following information:

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1. Site plan showing the proposed grill as it relates to the applicant's house, adjacent houses and property lines.
2. Picture and/or detailed drawing of the proposed grill to include all dimensions.
3. Color and description of all materials being used to construct the proposed grill.
4. Estimated start and completion dates.

5.17 Recreation and Play Equipment

The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Neighborhoods proposing joint-use play equipment should follow the guidelines listed below. Careful thought should be given to location and kinds of equipment to be installed since neighborhood facilities will be of a larger scale and have greater use.

The desire for swings, basketball backboards, tot lots, etc., on detached lots or neighborhood property is frequently expressed. Most equipment of this sort is commercially available, but is often less than pleasing in appearance. Creatively designed equipment is encouraged.

The following guidelines shall apply to all play equipment:

1. Recreation and play equipment, including trampolines, must be placed in the rear yard, with the exception of basketball backboards. Consideration must be given to lot size, equipment size and design, visual screening, etc. Use of basketball backboards should not be visually, acoustically, or physically detrimental to adjacent property.
2. Basketball backboards must be located on an applicant's property so the "missed shots" will not fall/roll onto adjacent properties and must be at least fifteen feet from all property lines. Basketball backboards must be visually screened from the nearest property by existing or proposed trees/landscaping.
 - a. Basketball backboards (fixed) may be located and centered over the garage door on detached houses.
 - b. Basketball backboards (fixed) must give proper consideration to color as noted in the "Materials and Color" paragraph below.
 - c. Basketball backboards secured to a detached house or garage should be painted to match or blend with the background. A contrasting rectangular color outline may be painted on the backboard behind the goal.
 - d. Portable basketball goals must be used and stored solely on the homeowner's lot. At no time shall portable basketball goals be allowed in the street for storage or use. The Virginia Department of Transportation (VDOT) prohibits the placement of portable basketball goals within the public street right-of-way, which encompasses the street and the area approximately ten feet beyond the street curb.
 - e. Fixed and portable basketball goals must be properly maintained and located in such a manner as to minimize the impact of adjacent lots.
 - f. Placement of fixed or portable basketball goals in the front yard must be along the edge of the driveway on the homeowner's lot and outside of the VDOT right-of-way.
3. Play equipment constructed of wood is encouraged.

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4. Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.), free standing basketball backboards and their poles should be painted dark earth tones to blend with the natural surroundings; or if located adjacent to a dwelling or fence, painted to match the background or screening structure. Other play equipment colors will be considered contingent upon location and landscaping.

A complete play equipment application requires the following information:

1. Site plan showing the proposed play equipment as it relates to the applicant's house, adjacent houses, open spaces and property lines.
2. Picture and/or detailed drawing of the proposed play equipment to include all dimensions.
3. Color and description of all materials being used in the construction of the proposed play equipment.
4. Estimated start and completion dates.

5.18 Sidewalks and Pathways

Stone and brick pathways or sidewalks should be set back at least four feet from the side or back property lines and generally flush to the ground. If stone or brick is used, it should blend with that on the house (if any).

A complete sidewalk or pathway application requires the following information:

1. Site plan showing the proposed sidewalk/pathway as it relates to the applicant's house, adjacent houses, open spaces and property lines.
2. Picture and/or detailed drawing of the proposed sidewalk/pathway to include all dimensions.
3. Color and description of all materials being used in the construction of the proposed sidewalk/pathway.
4. Method of installation.
5. Any sidewalk or pathway connecting to existing sidewalk, which is maintained by VDOT, must comply with the VDOT regulations and specifications.
6. Grading changes, if any.
7. Estimated start and completion dates.

5.19 Driveways

The addition of a driveway, or change in the size or material of pre-existing driveways requires an application. Cement driveways must match the color of the apron at the exit to the street.

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5.20 Signs

General Sign Guidelines:

1. All signs shall be self-supporting. No signs shall be attached to structures, fences, state traffic posts, Association posts, lampposts, trees or mailbox posts. Individuals will be charged for sign removal from and maintenance of the aforementioned items.
2. Permanent signs for private enterprise are not acceptable.
3. Temporary signs include but are not limited to neighborhood notices, open house, real estate sale and rental signs, and yard sale signs. An application is NOT required for temporary signs. However, the resident must notify the Association office of sign location(s), date(s) and purpose prior to posting temporary signs.
4. Neighborhood notices and yard sale signs may be placed ten (7) days prior to the event and must be removed no later than 24-hours following the event.
5. An application is required for permanent signs.

Design, Materials and Colors:

1. Temporary Signs.

- a. Signs shall not exceed six square feet. Real estate signs must meet County regulations with respect to size, content and removal.
- b. Materials shall be suitable for purpose intended.
- c. Colors shall be compatible with natural surroundings and appropriate for size and purpose of sign.

2. Permanent Signs.

- a. Sign design shall be suitable for the purpose intended and compatible with the surroundings.
- b. Materials shall be suitable for purpose intended.
- c. Colors shall be compatible with natural surroundings and appropriate for size and purpose of sign.

A complete sign application requires the following information:

1. Site plan showing the location of the proposed sign(s) as it relates to the applicant's house, adjacent houses, open spaces, property lines, paths, roads and all existing site improvements.
2. Picture and/or detailed construction drawing of the proposed sign to include all dimensions and the style, size and location of lettering.
3. Color (color chips of paints or stains) and description of all materials being used in the construction of the proposed sign(s).
4. Description and drawing of existing and proposed landscaping.
5. Estimated start and completion dates.

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5.21 Solar Panels and Water Heaters

Panels mounted to the front side of a roof must be flush with the roof. Panels mounted to the rear side of a roof may be flush or elevated. If elevated, solar panels shall not extend above the roof peak so far that they are visible from the yards of facing houses or houses across the street and pipe stem. (See Design Appendix "E").

No other mounting locations are acceptable.

A complete solar panel or water heater application requires the following information:

1. A drawing indicating the location and size of the panel(s). Photographs of similarly installed units may be included but are not to replace a drawing.
2. If the proposed panel(s) is a front-mounted unit(s), signatures of the four neighbors facing and adjacent to the applicant's house must be obtained.
3. If the proposed panel(s) is a rear-mounted unit(s), signatures of the four neighbors behind and adjacent to the applicant's house must be obtained.
4. Estimated start and completion dates.

5.22 Storage

Well-designed storage can materially enhance both the homeowner's property and adjacent properties by concealing cluttering items such as garden tools, trashcans, and bicycles. While these units must provide sufficient volume for their intended use, they must also be of a size appropriate for the property and architecturally compatible with the applicant's house, adjacent houses and neighborhood setting. Cooperation among neighbors in this matter can preserve the visual harmony of the surrounding homes.

Storage sheds and outdoor storage container/cabinet or "deck boxes" are allowed, however those constructed of metal are not allowed.

The following guidelines shall apply:

5.22.1 Outdoor storage container/cabinet or "deck boxes"

Temporary/Movable storage units are intended to provide quick storage solutions. This type of storage would likely move with the homeowner, as opposed to conveying to the next owner with the home.

1. Allowed only in the rear of the house, on decks and patios, or up against the home or fence.
If placed against a fence the height may not exceed the height of the fence.
2. These storage containers may include containers constructed of rugged plastic, or wood, either preformed or constructed on site.
3. One Storage container less than 64 cubic feet, with no single dimension exceeding 6 feet, is allowed without an ARB application.

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4. Storage containers 64 cubic feet or greater, or the use of more than one container per home, requires an ARB application and will be considered on a case-by-case basis.

Storage Sheds

Adding a Storage Shed is an architectural change to the yard that is permanent in nature. For this reason, they shall be compatible with the architecture of the house and landscaping.

A complete storage shed application requires the following information:

1. Site plan showing the proposed shed as it relates to the applicant's house, adjacent houses, open spaces and property lines.
2. Picture and/or detailed drawing of the proposed shed to include all dimensions.
3. Color and description of all materials being used in the construction of the proposed shed.
4. Color and style of applicant's house.
5. Estimated start and completion dates.

The following guidelines shall apply to all storage sheds.

1. Only one shed allowed per home.
2. All Sheds must be placed in the backyard, preferably within the side planes of the home. Exceptions to the side plane rule will be considered on a case by case basis. Fencing or additional landscaping may be required to allow the positioning outside the side planes.
3. The shed must be designed to appear as part of the house/fence theme or may be part of a deck.
4. The shed must be architecturally compatible with the house design.
5. Appropriate landscaping may be required to screen from neighboring properties.
6. The color of the shed shall be the same or similar color as that of the house or deck.
7. The shed may be built below an elevated deck.
8. The roof type and color of the roofing material (shingles, etc.) shall match those of the house and the roof pitch shall be similar to that of the house.

Section V—Modifications and Changes Requiring Applications

Single Family House – Maximum size: Sheds can be NO larger than twelve (12) feet by ten (10) feet in length and width, with a maximum height at peak of ten (10) feet .1

1. *Attached to a House*

- A. The finish materials of the shed shall be the same as the exterior finish materials of the applicant's house.
- B. The color of the shed shall be the same or similar color as that of the house or deck.
- C. The architectural design of the shed shall be compatible with the design of the house and may be built below an elevated deck.

2. *Detached from House*

- A. Located within the side planes of the house.
- B. The architectural design of the shed must be compatible with the house.
- C. A detached shed shall be located no closer than twelve (12) feet from the rear property line and nine (9) feet from a side property line. Exceptions will be considered on a case by case basis.
- D. The finish materials of the shed shall be the same as the exterior finish materials of the applicant's house.

Townhouse – Maximum size: Sheds can be NO larger than five (5) feet by five (5) feet in length and width.

1. *Attached to Townhouse*

- A. The finish materials of the shed shall be the same as the exterior finish materials of the applicant's house.
- B. The color of the shed shall be the same or similar color as that of the house or deck.

Section V—Modifications and Changes Requiring Applications

- C. The architectural design of the shed shall be compatible with the design of the house and may be built below an elevated deck.
- D. If the shed is built below a deck that is elevated eight feet or less, the materials must match the deck.
- E. A maximum height at peak of seven (7) feet when placed against the home.

b. Detached from Townhouse

- 1. The architectural design of the shed must be compatible with the house.
- 2. A detached shed shall be located no closer than twelve (12) feet from the rear property line and nine (9) feet from a side property line; unless a property line fence encloses the shed.
- 3. The finish materials of the shed shall be the same as the exterior finish materials of the applicant's house.
- 4. A townhouse detached shed shall not exceed seven (6) feet in height.

2. Sheds against an enclosing Fence (TOWNHOUSE ONLY)

- A. The architectural design of the shed must be compatible with the design of the fence or house, whether the fence is existing or to be built with the shed.
- B. The finish material of the shed must be the same as or compatible to the finish material used on the fence or house.
- C. The color scheme shall match the fence or house.
- D. The maximum height of the roof (portion of the roof closest to the fence) must not exceed the height of the fence and the roof shall slope downward away from the back of the shed to the front.

Section V—Modifications and Changes Requiring Applications

5.23 Storm and Screen Doors

Rising energy costs have encouraged homeowners to take measures to conserve energy through installation of storm doors. Energy conservation measures should and can be implemented without compromising the visual quality of the neighborhood. Doors should be straightforward without ornamentation such as scallops, scrolls and imitation gate hinges.

Storm or screen doors should be painted the same color as the entry doors behind them. However, special consideration will be given to doors that are the same color as the architectural trim surrounding the entry door. Consideration will depend upon the design of the particular door and its relation to the design of the house and adjacent houses.

Storm Doors: Full view, half view or plain paneled doors which are the same color as the entry door or trim around the entry door do NOT require submission of an application. See Design Appendix "F" for a description of full view, half view and plain paneled doors.

A complete storm door application requires the following information:

1. Picture and/or detailed drawing of the proposed storm/screen door(s).
2. Color of the proposed storm/screen door(s) and the existing front, rear, etc. door(s).
3. Location of proposed storm/screen door(s) (front, rear, etc).
4. Estimated start and completion dates.

5.24 Sun Control Devices — Awnings and Trellises

Awnings and trelliswork provide an effective means for controlling glare and excessive heat build-up on windows and doors and reducing summer energy consumption and utility costs. However, other options may provide effective and economical alternatives to awnings and trellises. For example, materials that reduce thermal transmission and glare are available for application on the inside of windows, and deciduous trees, strategically located, will shade windows from undesired sun exposure.

The manner in which sun control is implemented has considerable effect on the exterior appearance of a house and the desirable benefits of sun exposure in the spring, summer, fall and winter.

Special Considerations

A trellis filters the sun and is permanent. Design allows winter sun in while keeping summer sun out.

1. Awnings block sunlight and are seasonal.
2. Sun control devices must be compatible with the architectural character of the applicant's house in terms of style, color and materials.
3. Awnings and trellises should be consistent with the visual scale of the house to which they are attached.
4. Sun control devices must be located in rear yards.

The location of any awning or trellis should not adversely affect the views, light, winter sun or natural ventilation of adjacent properties.

Section V—Modifications and Changes Requiring Applications

Materials and Color

1. Solid-colored and striped awnings consistent with the colors of the house are required.
2. Trellis work must match the trim or dominant color of the applicant's house.
3. Pipe frames for canvas awnings must be painted to match the trim color of the house. If awnings are to be removed for winter storage, the frames must be removed.

Landscaping

Landscaping features are very important and should be integrated with sun control devices.

A complete sun control device application requires the following information:

- 1 Site plan showing the proposed awning or trellis as it relates to the applicant's house, adjacent houses, open spaces and property lines.
- 2 Picture and/or detailed drawing of the proposed awning or trellis to include all dimensions and construction details showing how the awning or trellis will be attached to the house.
- 3 Color and description of all materials being used in the construction of the proposed awning or trellis and the existing color of the house (siding, trim, and shutters).
- 4 Detailed drawing of the proposed landscaping to include all dimensions, if any.
- 5 Estimated start and completion dates.

5.25 Swimming Pools

Only in-ground pools will be considered. Pools will be located in the rear of the house, within the side planes. Refer to the ordinances of Loudoun County for the most current rules and regulations regarding pool fencing.

A complete swimming pool application requires the following information:

- 1 Site plan showing the proposed pool, related equipment, fence, deck area, lighting, walkways, etc., as it relates to the applicant's house, adjacent houses, open spaces and property lines.
- 2 Detailed drawings and construction plans of the proposed pool, related equipment, fence, deck area, lighting, etc., to include all dimensions and pertinent information concerning water supply, drainage and water disposal systems.
- 3 Color and description of all materials being used in the construction of the proposed pool, related equipment, fence, deck area, lighting, etc.
- 4 Detailed drawing of the proposed landscaping for the outside (exterior) of fence to include all dimensions.
- 5 Estimated start and completion dates
- 6 Signatures of all property owners affected by the proposed pool (in the event that more than the usual four are affected).

Section V—Modifications and Changes Requiring Applications

5.26. Garage Doors

Existing garage doors may be replaced with a garage door constructed of wood, steel, aluminum, or fiberglass. The replacement door color and style must be the same or match as close as possible the original door. Sectional panel type doors must be replaced with same. The replacement door may contain a row of windows. The row of windows are only allowed at the top panel.

SECTION VI – Miscellaneous Section

SECTION VI — MISCELLANEOUS SECTION

6.1 Satellite Dishes and Antennas

Exterior satellite dishes, television, or other antennae of any kind are prohibited on the front of the property.

6.2 Attic Ventilators

Attic ventilators and turbines are encouraged. If mounted on a gable end, it must match the siding or trim on the house. If placed on a roof it must be painted to match the roof. Roof location shall be on the least visible side of the ridgepole.

6.3 Seasonal/Holiday Decorations

Seasonal/holiday decorations must be removed from the exterior of houses within thirty days of the holiday.

6.4 Air Conditioning Units

Air conditioning units extending from windows are prohibited.

Exterior units may be added or relocated only when they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air onto neighbors' property.

6.5 Firewood

Firewood shall be kept neatly stacked and located to the rear of the residence, within the owner's property line. Piles larger than four cords require approval. Piles longer than six feet should be a minimum of two rows deep. Piles must not exceed four feet in height for safety. Firewood piles must contain firewood only, no storage of debris. Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

If there are any variations from the above information, ARB approval is required.

6.6 Gutters and Downspouts

For detached houses, gutters and downspouts should match those existing in color and design and must not adversely affect drainage on adjacent properties.

Attached and semi-detached house gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties.

Any modification to divert downspout or sump-pump water must occur within three feet of the property line.

For any other modifications, an application is required.

SECTION VI – Miscellaneous Section

6.7 House Numbers (Single Family Homes Only)

House numbers shall be readable from the curb line and of a size appropriate for the applicant's house.

House numbers painted on the curb do not require an application if they conform to the following criteria.

1. Painting of numbers on curbs shall be permitted only for detached houses.
2. Numbers shall be located adjacent to the driveway of the applicants on the side of the mailbox for detached houses and in the center of the parking space for attached houses
3. Numbers shall be block style, four inches high.
4. The numbers white on a black background.

6.8 Mailboxes

Mailboxes and posts shall meet design standards shown in Design Appendix "D." Novelty mailboxes will not be considered. They shall be located so as not to obstruct sidewalks or sight lines in accordance with postal regulations.

The mailbox must be painted black and the supporting post must be painted cocoa or left natural.

Any other modifications must be submitted.

1. Color and material
2. Style
3. Picture

6.9 Real Estate Signs (Sales/Rent)

No ARB application is required for real estate signs.

Real estate signs must meet Loudoun County regulations with respect to size, content and removal. A real estate sign may only be placed in the front yard of the property available.

Only one real estate sign per property is allowed. All signs must be removed 48 hours after contract acceptance.

Real estate signs are not permitted on neighborhood common areas and will be removed immediately by the Community Management when found.

6.10 Storm and Screen Windows

Some homes in the community have been designed so that the addition of storm windows on the outside would seriously disrupt architectural continuity. Often installation of storm windows or screens on the inside or the uses of insulating glass are viable alternatives. It is preferred that storm and screen window frames match the trim of the house, but white or anodized aluminum is acceptable.

An ARB application is not needed for storm and screen windows meeting the above criteria.

SECTION VI – Miscellaneous Section

6.11 Trash

Trash shall be placed at the curb for pickup in containers manufactured for trash storage purposes only. Residents must ensure all trash containers have securely fitting lids at all times. Paper or plastic bags are not allowed for trash removal due to the likelihood of animals breaking into them.

Trash is not to be placed out for pick-up prior to 6:00 PM of the day before pick-up. Trash containers shall be removed from the curb at the earliest opportunity after the trash has been collected.

Single-family home trash containers may remain outdoors so long as they are kept either along the side of the house, or out of view in the rear of the house. Trash containers kept on the side of the house must submit an Exterior Alteration Application for ARB approval in accordance with the following guidelines:

1. The trash container must be screened with either shrubbery (Evergreen variety) or a privacy fence constructed in an “L” shaped manner to hide the container. The privacy fence must be of materials and color similar to the exterior siding or trim of the home.
2. Base material to be used for the container containment area must be one of the following materials: pavers, slate, concrete pad, or brick flush with the ground.
3. The screening fence must be five feet in height to block the view of the trash container.
4. The screening fence shall not be placed closer than one foot to the front of the house.
5. Variations will be considered on a case-by-case basis.

Townhouse and Patio home trash containers may remain outdoors so long as they are kept in the backyard up against a fence or back wall.

Trash containers shall not be stored anywhere in the front of the house or driveway.

All recycle bins must be stored inside the home.

Section VII - Maintenance Guidelines

SECTION VII—MAINTENANCE GUIDELINES

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. These issues can be dealt with best at the neighborhood level. Violations of maintenance standards are violations of the Covenants, Article VI, Section 2.

7.1 Erosion Control

Each resident is responsible for ensuring their lot is protected from erosion and that the storm drain structures are not blocked so as to cause additional erosion problems that will promote silt in ponds and streams.

7.2 Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lot, such as decks, fences, sheds and recreational equipment. While it is difficult to provide precise criteria for what the Association deems an unacceptable condition, the following cases represent some of the conditions, which would be considered a violation of the Covenants.

1. Peeling paint on exterior trim.
2. Dented mailboxes, or mailboxes and/or pole in need of repainting.
3. Playground equipment which is either broken or in need of repainting.
4. Fences with either broken or missing pans.
5. Sheds or storage units with broken doors or in need of painting or other types of repair, including balance and level issues causing problems with function and/or appearance..
6. Decks with missing or broken railings or parts, or pans in need of re-staining or painting.
7. Concrete or masonry block foundation and, in attached units, party walls in need of repair or painting.
8. Open storage/accumulation of assorted personal items such as seasonal recreational equipment (out of season), household furnishings, tools and equipment, etc., in areas visible to neighboring properties.

Most residents would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Association expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring.

7.3 Lawn and Garden Fertilization

All soil should be tested before fertilizer is added, especially in areas where drainage will flow into ponds. Special care should be taken not to over fertilize and to fertilize lawns and gardens where there is the least

Section VII - Maintenance Guidelines

chance of runoff. In areas adjacent to ponds and waterways, fertilize in a manner to avoid runoff. Soil test kits are available at the Loudoun County Extension Office.

7.4 Maintenance of Natural Areas

Turf areas need to be mowed at regular intervals, maintaining a maximum height of twelve inches and a minimum of two inches. Changes to this requirement may be made according to specified plans.

Planted beds must be kept in a neat and orderly manner.

Lawns, planted areas and natural areas require regular maintenance to protect and foster good growth without upsetting the biological balance. Any of the following conditions will be considered a violation of the Covenants

1. Lawns in excess of 12 inches in height, lawns with dead grass throughout, lawns that are predominantly weeds, lawns with edges overgrowing manmade structures and grass not trimmed around structures, planted areas and trees.
2. Planted areas containing weeds or dead plants during the growth season.
3. Indiscriminate use of pesticides, fertilizers or herbicides that harm plant and animal life.
4. Accumulated trash or debris.
5. Conditions that cause erosion or flooding.
6. Dumping of organic debris (leaves, grass, clippings/cuttings, branches) on any common area.

7.5 Pesticides and Herbicides

Pesticides and herbicides may be applied according to label instructions for the specific problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways, near neighborhood play areas and tot lots, and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible. But, when necessary, use with extreme caution and follow the instructions.

7.6 Litter

The clean up of litter by maintenance crews is an expense to the Courts and Ridges Association. Voluntary resident clean up, in addition to controlling litter at the source, saves everyone money. Each resident is responsible for picking up litter to prevent wind-blown debris from originating on his property. At no time is open space considered a dumping ground for inorganic or organic debris such as leaves, grass clippings, or branches.

Section VIII—Parking Enforcement Procedures

SECTION VIII—PARKING ENFORCEMENT PROCEDURES

The following parking regulations will be used for all vehicles located within the properties of the Courts and Ridges of Ashburn. For the purposes of this document the word “vehicle” will be applied to all private, commercial, recreational, or inoperable vehicles.

Any vehicle, subject to the rules defined within this document, is permitted to park in any authorized parking space within the community. An authorized parking location is defined as a single-family homeowner’s driveway, along the curb of the single-family homeowner’s property, or in any of the clearly designated parking locations throughout the community.

Parking is not allowed in fire lanes, in front of fire hydrants or mailboxes, along painted yellow curbs, alleyways, yards, community open space, or in such a manner as to block another homeowner’s driveway.

The parking of all commercial and recreational vehicles, other than on a temporary and non-reoccurring basis, shall be in a garage only. There shall be no parking of commercial and recreational vehicles anywhere within public view.

Commercial Vehicles

The following guidelines shall be used to determine if a vehicle is classified as commercial:

1. Any vehicle that displays advertising lettered thereon except small window decals. Personally owned vanpool vans will be permitted one sign covering a maximum area of 216 square inches on the rear of the vehicle.
2. Any vehicle with externally located or easily visible commercial equipment or materials. Commercial equipment shall include, but not be limited to, ladders, compressors, generators, pumps and building trade tools, and equipment racks other than rooftop luggage racks.
3. Any stake body, box body or other utility body mounted to a cab-chassis.
4. Any vehicle with dual rear axles.
5. Any public or private school or church bus.
6. Any vehicle licensed "for hire."
7. Any trailer or semi-trailer.
8. Any farm implement or construction equipment.
9. Public vehicles assigned to officials who must respond to an emergency call will not be considered commercial vehicles.

Recreational Vehicles

Recreational vehicles are allowed to park, within designated parking spaces, on a temporary basis in preparation for use or for clean up after use. An acceptable period of time to do this would be 48 hours. At all other times the recreational vehicle must be re-located off community property.

The following guidelines shall be used to determine if a vehicle is classified as recreational:

1. Any boat or boat trailer.

Section VIII—Parking Enforcement Procedures

2. Any vehicle whose external configuration conforms to the generally accepted definition of a motor home. However, motor homes and van conversions will not be considered recreational vehicles if they do not exceed any of the following dimensions: 7 feet, 6 inches in height; 6 feet, 8 inches in width; and 18 feet, 6 inches in length.
3. Any truck camper that is either wider or longer than the pick-up truck bed on which it is loaded.
4. Any truck cap that is wider or longer than the pick-up truck bed on which it is mounted. Truck caps may also be known as tops, toppers, shells, slip-ons or other various names.
5. Any mobile home, park trailer, travel trailer, or fifth wheel trailer regardless of interior configuration.
6. Any fold-down camping trailer.
7. Any snowmobile, all terrain vehicle, dune buggy, trail bike, go-cart or other self propelled vehicle, and their trailers, not licensed for operation on a public street.
8. Any motorized vehicle not legal for operation on the highways of Virginia.

Inoperable Vehicles

The following guidelines shall be applied to determine if a vehicle is classified as inoperable.

1. Any vehicle partially disassembled by the removal of tires and/or wheels, engine or other essential parts required for operation, or is otherwise not in operable condition. This will include vehicles placed on jacks or with flat tires.
2. Any vehicle not bearing a current registration plate.
3. Any vehicle not bearing a current County or City registration sticker, if so required.
4. Any vehicle not bearing a current inspection sticker, if required by the state of registration.
5. Any vehicle components, automotive equipment or accessories not installed in an operable vehicle.

Towing Procedures

Any vehicle parked in violation of above rules shall have a notice placed in a visible location, which states the following:

1. That the vehicle is in violation of the association's parking guidelines.
2. That if the parking violation is not corrected within seven days, the Association, at the sole risk and expense of the owner, will have the vehicle towed away.
3. The date after which the towing will take place.
4. The name, address and phone number of the duly licensed and properly insured towing company that will tow the vehicle.
5. An estimate of fees to be charged by the towing company.
6. That any future parking violations may result in the vehicle being towed without prior notice.
7. That the owner may request a hearing before the Architectural Review Board within the seven-day period.
8. If the same vehicle is found in violation for a second time the same procedures will be followed as outlined above except the violation must be corrected within 48 hours.

Section VIII—Parking Enforcement Procedures

9. If the same vehicle is found in violation for a third time, the vehicle will be towed immediately without prior notice to the owner.

Parking Violations Not Subject To the Seven Day Notification Period

Any vehicle parked as to prevent the safe ingress or egress of other vehicles (especially emergency vehicles), or parked in such a way as to constitute a severe nuisance to others, shall be towed without notice at the owner's expense.

Section IX —Estoppel Certificate

SECTION IX—ESTOPPEL CERTIFICATE

As required by the Covenants, an Estoppel Certificate is to be completed and issued to your settlement attorney prior to the closing of the sale of your home. This certificate provides current information as to the following:

- 1 The status of assessment payments.
- 2 The existence of any non-conforming exterior architectural changes/modifications to your home (this includes any changes or modifications made after the builder completed his approved plan).

The Estoppel Certificate protects the future buyer of a home from unknown problems or the past owner's architectural changes or past due assessments. If everything is in order, it also protects the seller from potential lawsuits involving violations of the Covenants by subsequent owners.

The information necessary to complete an Estoppel Certificate is on file at the Courts and Ridges of Ashburn Association office. The current status of your assessment payments and any Exterior Alteration Applications approved by the ARB will be in the lot file for your address.

To obtain an Estoppel Certificate for your property, call the property management company as soon as you know your settlement date. The Association may charge you a nominal fee for the preparation of an Estoppel Certificate. The Association will determine the amount of the fee.

Section X — Amendments to the Architectural Guidelines

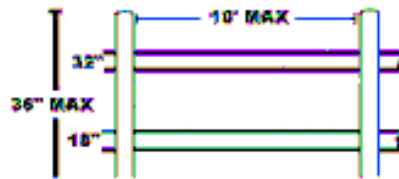
SECTION X—AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

The ARB will conduct a yearly evaluation of the Architectural Guidelines to determine if amendments are necessary. The Board of Directors will adopt the actual amendments, as were the original guidelines.

Section XI — Design Appendices

DESIGN APPENDIX A: SINGLE FAMILY HOME FENCES

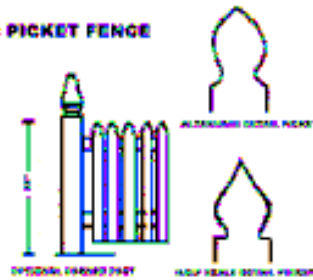
TYPE A 2-RAIL SPLIT



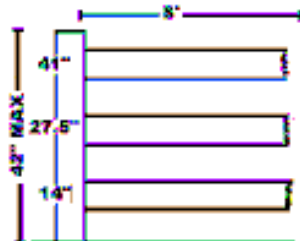
TYPE B 3-RAIL SPLIT



TYPE C PICKET FENCE



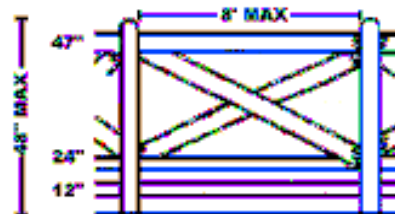
TYPE D 3-BOARD



TYPE E 4-BOARD



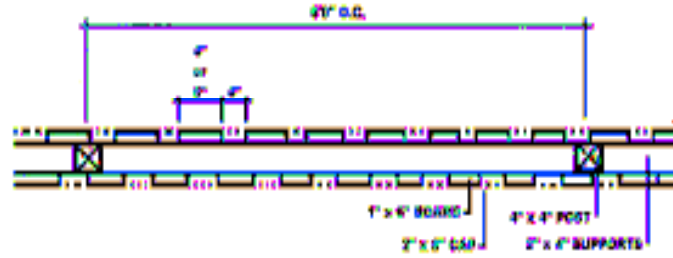
TYPE G CROSSBUCK



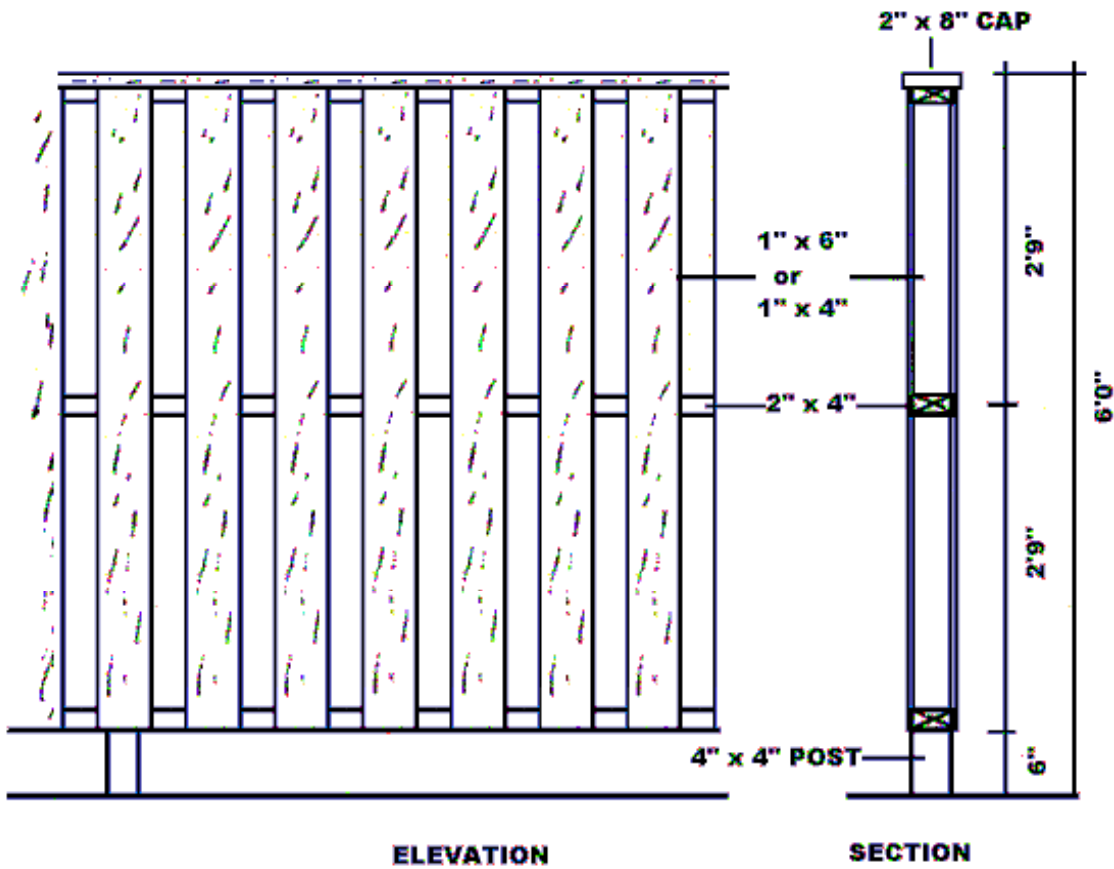
Section XI — Design Appendices

DESIGN APPENDIX B: TOWNHOUSE FENCES

BOARD-ON-BOARD FENCE



PLAN

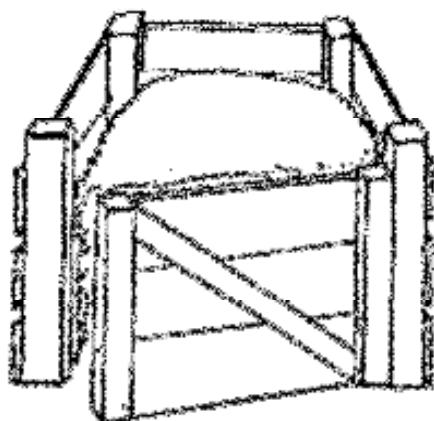


NOTE:

1. 1" x 6" or 1" x 4" boards of # pine to be consistent with builder installed privacy fence.
2. All Wood to be treated with wood preservative.

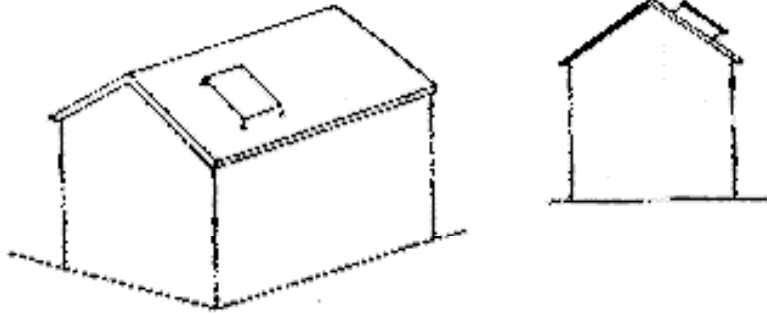
Section XI — Design Appendices

DESIGN APPENDIX C: COMPOST PILES



Section XI — Design Appendices

DESIGN APPENDIX E: SOLAR PANELS



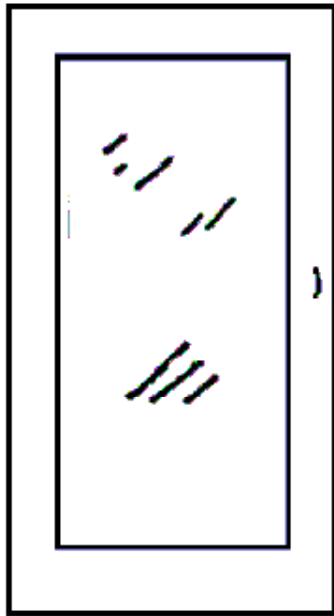
RAISED PANEL MOUNTED
PARALLEL TO ROOF SLOPE



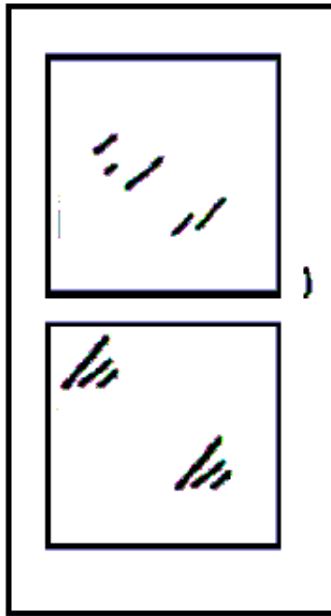
RAISED PANEL MOUNTED
PARALLEL TO PEAK

Section XI — Design Appendices

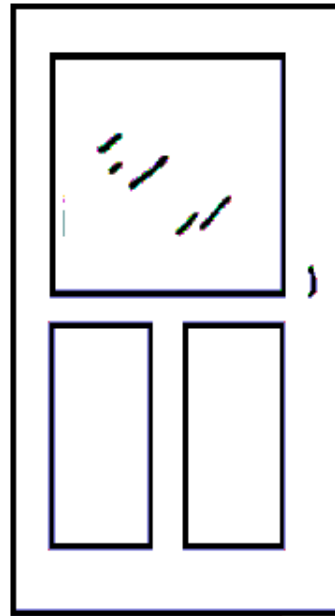
DESIGN APPENDIX F: STORM DOORS



FULL VIEW



HALF VIEW



PLAIN PANNELLED

Exterior Alteration Application
Architectural Review Board
The Courts and Ridges of Ashburn Association

Instructions

1. Carefully review the Architectural Guidelines prior to completion of this form. Application guidelines are reviewed in Section V.
2. Describe in full detail the proposed exterior change or modification, including dimensions, type of material and color, and attach exhibits (sketches, pictures, clippings, catalog illustrations) as pertinent.
3. Attach the certified plat (provided by your builder at closing) showing the location of the proposed project.
(A plat is not required for requests to change color or texture of pre-existing items.)
4. Specify start and completion dates.
5. Include the signatures of four (4) property owners who are **most affected** by the proposed request because they are adjacent to, or have a view of the proposed project.
6. Sign and date the application on the back of this page.
7. Submit one original application and two copies. (Retain a copy for your records.)

Name of Applicant: _____

Address of proposed change: _____

Home Phone: _____ Work Phone: _____ Lot #: _____

Description of Change / Modification:

Start Date _____ and Completion Date: _____ Plat attached? Y or N

Four (4) Signatures:

Your signature indicates an awareness of the applicant's intent and does not constitute nor indicate approval or disapproval.

Name: _____

Address: _____

Lot #: _____

Name: _____

Address: _____

Lot #: _____

Name: _____

Address: _____

Lot #: _____

Name: _____

Address: _____

Lot #: _____

1. Nothing herein contained shall violate any of the provisions or Building and Zoning codes of Loudoun County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. I understand that the Building Ordinance of the Loudoun County Building Department requires that I file plans with the Building Inspector in Leesburg, Virginia for construction requiring a building permit.
3. I understand that any construction or exterior alteration by me, or on my behalf, before approval of this application is not allowed. If alterations are made, I may be required to return the property to its original condition at my expense if this application is disapproved wholly, or in part, and I may be required to pay any/all legal expenses incurred.
4. I understand that members of the Architectural Review Board (ARB) 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 an entry does not constitute a trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. I understand that the application review process usually takes no longer than 15 working days if a “conforming” application is submitted by the first day of each month. I understand that an ARB decision is required on all complete applications within 45 working days of the receipt of said application by the community manager.
7. I acknowledge that I have received and am aware of the Associations Declarations of Covenants and Restrictions in regard to the review process established by the board of directors.
8. I understand that the alteration authority granted by the ARB will be automatically revoked if the change or modification requested has not commenced within 180 days of the approval date and or completed date established by the ARB.

Applicant’s Signature: _____ **Date:** _____

Committee Recommendation:

ARB Remarks:

ARB Action:

Date of Decision:

Project completion date:

If you disagree with the decision of the ARB, an appeal may be made. For procedures, please refer to Section IV of the *Architectural Guidelines*.