

Glenwood Mews Architectural Review Committee
Policies & Guidelines
(Proposed revisions January 2006 to be presented at annual Meeting)

I. Overview

A. Purpose: The Glenwood Mews Homeowners' Association Architectural Review Committee (ARC) provides architectural guidelines to enhance and ensure the value and attractiveness of the Glenwood Mews community.

B. Philosophy: An effective ARC administration is crucial to precluding misunderstandings and potential controversy among homeowners. Moreover, without a properly administered ARC, the homeowners' association and its members may suffer property value losses. In like manner, a prudent, fair, and visionary ARC can be a community asset--maintaining an attractive community appearance with high property values. This is why it is important for the ARC to convey an understanding of personal preferences, but yet a firm commitment to maintaining an attractive community and protecting property values.

C. General Declaration: The guidelines described within this document are not all inclusive or exclusive. Rather, this document serves as a procedural guide and sets forth the standards for exterior alterations to dwellings or lots within the Glenwood Mews community. The ARC and the Board of Directors will utilize the guidelines stated within this document and the Glenwood Mews Homeowners' Association Documents to allow or disallow proposed modifications to lots or structures. The Glenwood Mews ARC and/or the Board of Directors may amend this document as necessary.

II. ARC Process for Evaluating Change Proposals

A. ARC Member Guidelines:

The ARC is comprised of a minimum of three (3) and a maximum of seven (7) persons. Members are appointed to the committee by the Glenwood Mews Homeowners' Association Board of Directors for two-year terms.

The ARC makes recommendations to the Board of Directors. The Board is then responsible for accepting or rejecting the ARC's recommendations.

A quorum must be present for the ARC to vote on a recommendation. Three (3) persons constitute a quorum.

All ARC members are eligible to vote. Recommendations are based on a simple majority. --*Tie breaker* - *Must* have all members vote--not *just* a quorum -OR

If still tied, then member-at large (GMHOA board member) casts deciding ballot -OR- Elevate to Board of Directors, if member-at-large has conflict of interest and cannot ethically vote.

-ARC members are not permitted to cast a ballot for their own item submission.

III. Steps for Requesting Change Approval:

1. Submit formal letter and request for alteration form (see attachment) to association's management agency in person or by certified mail (return receipt requested).
2. Homeowners should supply as much supporting documentation as possible to allow the ARC to make a well-informed decision regarding the request.
 - Supporting documentation may include:
 - Graphic descriptions or designs of the requested modification
 - Description of materials
 - Color schemes proposed
 - Copy of the lot showing the relation to lot boundaries, if applicable
 - Copy of builder's drawing depicting the location of alteration
 - The more thorough the supporting documentation furnished, the easier it is for the ARC to make a positive recommendation.
3. All requests must be disposed by the Board of Directors and ARC within 7 calendar days from date of receipt by the association's management agency. Action will be taken on each application as quickly as possible. Prompt responses will be given by either the management agency or the board. Failure for the applicant to receive a response or decision within 45 calendar days from the date of receipt by the association's management agency constitutes approval with the exception of specific prohibitions outlined in Section VI of these guidelines.
4. Residents are advised not to enter into legally binding agreements or contracts, nor obtain building permits without prior Board of Directors' approval for the requested alteration.
5. The association's management firm is responsible for sending the disposition letter to the homeowner outlining the Board of Directors' decision within three (3) work days following the decision.
6. Applicants may appeal an adverse decision by submitting the appeal in writing to the Board of Directors within 30 days following the initial ruling.
 - a. The Board may overturn a prior ruling with a two-thirds (2/3) majority vote of the members, as long as the members present constitute a quorum.
 - b. The Board of Directors will rule on appeals and notify the homeowner(s) within 60 days from receipt.

IV. ARC Review Criteria:

- ARC recommendations to the Board of Directors will be based on the following criteria:
 - Design compatibility (color, scale, appearance)
 - Workmanship
 - Materials
 - Impact upon neighbors

V. General Restrictions:

-No building, wall, fence, residence, projection, or other structure (whether temporary or permanent in nature) shall be commenced, erected, maintained, improved, or altered without prior written approval from the Glenwood Mews Homeowners' Association Board of Directors following concurrence by the ARC. In addition, no excavation, grading, tree removal/planting, residence exterior color change, or other actions which alter the exterior appearance of a residence or lot may be performed without written approval from the Board of Directors after consent by the ARC (See Section VII for exceptions.)

VI. Specific Prohibitions:

- Alterations performed without prior ARC and Board of Director's approval, other than those specifically approved in Section VIT.
- Modifications made without proper approval from code authorities with jurisdiction
- Fence types other than those constructed by the original builder.
- No front fences are permitted.
- Permanent pools are not permitted.
- Storage buildings & sheds are not allowed. (See Section VII for an exception.)
- Clotheslines are not permitted.
- No laundry (clothing, bedding, etc.) may be aired or dried on any external part of the dwelling unit.
- ~~Awnings are prohibited.~~
- No animals, livestock, poultry, or reptiles of any kind shall be raised, bred, or kept on any lot or common area. The only exceptions are a dog, cat, or other household pet. However, these household pets may not be used for commercial purposes. Moreover, any such pets causing Property damage or unreasonable disturbances shall be permanently removed from the property after the owner(s) receive written notice from the board of directors. Under no circumstances are pets allowed to roam freely in the community, including common areas.
- No resident may hang or affix a sign, radio, or television antenna to any part of their residence structure or property without prior approval from the Board of Directors. The exceptions are temporary real estate signs no more than four (4) feet in total area advertising the residence for sale or rent.
- All non-recyclable trash and garbage for disposal must be contained in a sealable container (trash can) per Fairfax County code. The purpose of this containment is to deny animal access and preclude winds from displacing the contents. Trash bins and recycling containers are not permitted to remain in public view, except on days of collection.
- No junk vehicles, house/camping trailers, boats, or any truck greater than 112 ton in size shall be kept on any lot, common area, or parking area.

- Residents may not store building materials in public view (including piles of dirt or mulch) for more than 10 calendar days. No postings or advertisements are allowed. However, advertisements may be submitted to the Glenwood Mews newsletter committee for publication.
- There shall be no obstruction of the Common Area without the prior consent of the Board. No waste shall be left in the Common Area.

VII. Alterations That Can Be Performed Without an Approval Request:

- Full view storm doors (glass panel design straight line edges without ornamentation).
- Door frame/glass panel border shall be almond, off-white or match front exterior door color.
- Front door kick-plates shall be standard size of polished brass.
- Flagpoles must not exceed six (6) feet in length and must be attached at an incline to the front side wall or front entrance pillar. Only one flagpole may be attached to each home without specific approval.
- Original exterior light fixtures may be replaced as long as they are compatible in style and scale with the existing fixtures and dwelling unit.
- No exterior lighting may be directed outside the dwelling unit property line. All wiring must be concealed.
- Front exterior light bulbs must all be clear or **white** in color. Bug lights are permitted in the residence rear only.
- Residents may plant flowers and shrubs within existing front yard and/or side yard mulch beds (planters) and anywhere within the fenced back yard.
- Back yard landscaping is permitted as long as it does not impact surrounding neighbors' view, use/encroach upon neighbor's back yard, or change the drainage plan.
- Landscaping borders must not exceed six (6) inches in height.
- Small storage units are permitted in the homeowner's fenced back yard. Units must not be visible from outside the fenced back yard when viewed at ground level, and must be fully contained within the back yard fence.
- Burglar bars are permitted on the ground (first) floor only. They must be of simple design and be painted black or painted to match the house trim or siding.
- Replacements for worn or damaged townhouse address numbers must be consistent in style and color with the original builders design.
- Holiday Decorations
- External holiday decorations may be displayed four (4) weeks prior to the holiday and no later than three (3) weeks following the holiday. Decoration light bulbs may be any color.

VIII. General Standards for Alterations Requiring Submission for Approval

A. Decks

- Decks are allowed in the dwelling rear *only* and they are not permitted to extend beyond unit width. Front and side locations are not allowed.
- Decks may either be level with the second floor (main front entrance) or be at ground level (first floor). Ground level decks must not be visible from outside the resident's privacy fence when viewing from ground level.
- Privacy fences between decks are not permitted.
- Second level deck dimensions must be at least 16 *feet long* (parallel to dwelling rear) and 10 *feet wide* (measured perpendicular to the dwelling rear).
- Building permits are required by law for all deck construction.
- All deck plans shall be submitted to the ARC (via the management agency) for disposition.
- All deck lumber must be pressure treated and manufactured for use in outdoor locations.
- Fasteners and nails must be suitable for external applications.
- Deck color may only be natural. In addition, to ensure consistent appearance, only clear, non-colored or honey colored wood protectors and sealers will be approved.

B. Fences

- Fence replacement and fence side extension (end units only) are permitted as long as construction is of the same original style furnished by the builder. NOTE: Fence extension requires a building permit.
- All fence lumber must be pressure treated and manufactured for use in outdoor locations.
- Fasteners and nails must be suitable for external applications.
- Fence color may only be natural. Moreover, to ensure consistent appearance, only clear, non-colored or honey colored wood protectors and sealers will be approved.

C. Fish Ponds

- Although permanent pools are prohibited, fish ponds and water gardens are permitted in fenced-in backyards only.

D. Awnings

- Awnings covering a back deck only are permitted as long as they are of retractable arm design to preserve the overall aesthetics of the home and housing area. Retractable arm can be motorized or manual. All other awning locations are prohibited.
- Awning fabric must be a solid white or off-white color. No other colors are allowed.
- Awning support system color must match the siding or trim or the house.

IX. Walkthroughs

Members of the ARC and an association management agency representative will conduct a walkthrough of the association property at least ~~every 3 years~~ two times per year. The walkthrough will be to inspect individual owners' structures and property to ensure compliance with ARC guidelines and procedures. The management agency will send a follow-up letter to owners whose structures and/or property are found in violation.