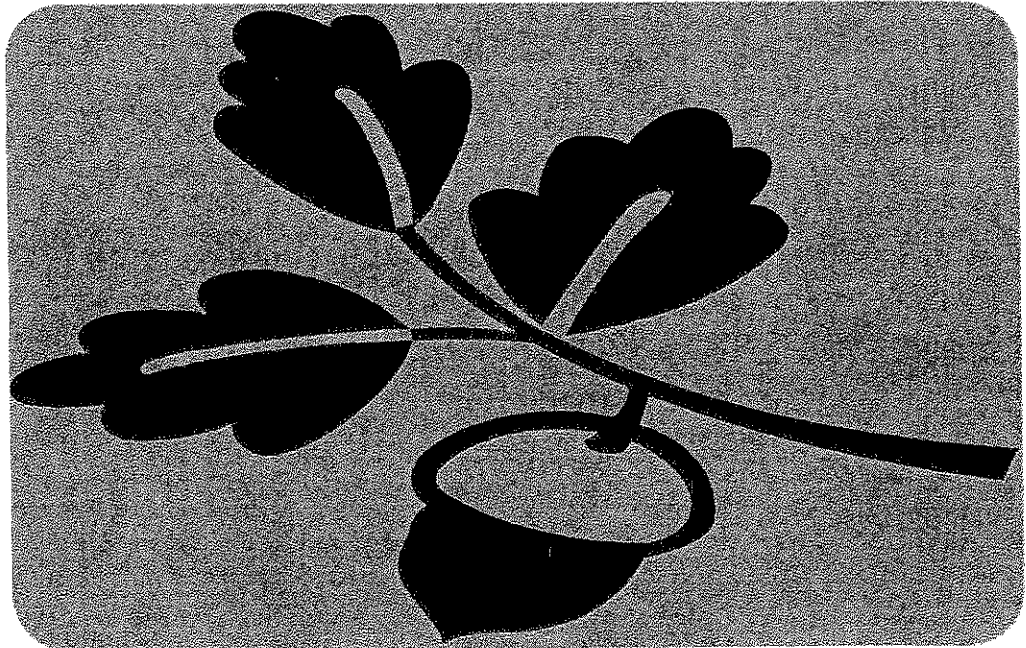


**AUTUMN OAKS COMMUNITY
ASSOCIATION
DESIGN GUIDELINES**



I. POLICY RESOLUTUION NO. 1 – RULES AND REGULATIONS/DESIGN GUIDELINES/COVENANTS COMMITTEE

WHEREAS, Article 8, of the Declaration authorizes the Board of Directors to adopt Rules and Regulations restricting and regulating the use and enjoyment of the Property; and

WHEREAS, Article 9, of the Declaration requires and authorizes the Board of Directors to create a Covenants Committee (hereinafter "CC"); and

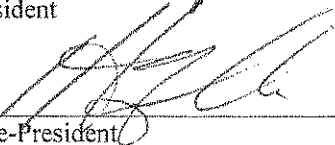
WHEREAS, Article 9 of the Declaration charges the CC with the duty to regulate the external design, signage, appearance, use and upkeep of the property and to propose Design Guidelines.

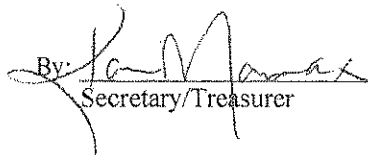
NOW THEREFORE, BE IT KNOWN THAT the following is hereby adopted, without meeting, by all the Members of the Board of Directors:

1. The Covenants Committee is established, whose initial members shall be those currently on the Board of Directors.
2. The Board of Directors has adopted the Rules and Regulations, which shall also includethe Design Guidelines, as set forth hereinafter.

Autumn Oaks Community Association

By:  Date: 3-19-2012
President

By:  Date: 3/20/12
Vice-President

By:  Date: 3/19/12
Secretary/Treasurer

II. OBJECTIVES AND GENERAL INFORMATION

A. OBJECTIVES OF AUTUMN OAKS RULES AND REGULATIONS AND DESIGN GUIDELINES

This document's overall objective is to serve as a guide to aid members of the CC, staff, and residents in maintaining and enhancing the design environment in Autumn Oaks. The guidelines address improvements for which homeowners most commonly submit applications to the CC. **The guidelines are not intended to be all-inclusive or exclusive, but rather serve as a guide to what modifications may be constructed and approved. No set of guidelines can cover every situation. The CC will review all applications and make decisions based on sound judgment, common sense and impact on the community as a whole. Exceptions to the published guidelines will be limited and made on a case-by-case basis. An exception to one property does not automatically extend to any other property.**

The specific objectives of this booklet are:

1. To increase resident's awareness and understanding of the Association Documents.
2. To describe the CC and procedures involved with the architectural standards established by the Association Documents.
3. To illustrate design principles that will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the CC.
5. To relate exterior improvements to the plans for the Autumn Oaks development.
6. To provide uniform guidelines to be used by the CC in reviewing applications in light of the goals set forth in the Association Documents for the Autumn Oaks Community Association, and actions of the Board of Directors.

B. ASSOCIATION DOCUMENTS

The basic authority for maintaining the quality of design in the Autumn Oaks development is founded in the Declaration, Bylaws and Articles of Incorporation (collective referred to as the "Association Documents"), which each Homeowner received at or prior to settlement. The intent of Association Documents is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the communities overall environment. Every Autumn Oaks property owner should receive a copy of the Association Documents in accordance with the Virginia Property Owners' Association Act Chapter 26, Section 55-508 et seq.

These Documents are binding on all owners whether or not they have been read. They should be periodically reviewed and fully understood. The Association Documents established the Autumn Oaks Community Association, and the CC.

C. ROLE OF THE AUTUMN OAKS COMMUNITY ASSOCIATION AND COVENANTS COMMITTEE

The role of the Autumn Oaks Community Association, of which every owner is a member, is not only to own and maintain open space, but also to conserve and enhance the resources of the total Community.

The Association accomplishes these functions in a variety of ways one of which is by ensuring through the CC the retention of harmonious, though diverse, design qualities of the Community. Surveys of planned communities show that providing this insurance is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

The CC performs its task of insuring aesthetic quality of the homes and their environments by establishing and monitoring the architectural review process.

The CC ensures that proposed exterior alterations comply with the objectives set forth in the Association Documents. This involves systematic review of all applications for exterior alterations submitted by residents.

From time to time, the Board of Directors may amend these Design Guidelines in their discretion.

D. WHAT CHANGES MUST HAVE CC APPROVAL?

Article 9, Section 9.3 (a) of the Declaration explicitly states, in part, that all exterior alterations require the approval of the CC:

"No Person shall make any addition, alternation, improvement or change of grade in or to any Lot (other than for ordinary and routine repairs and maintenance and not including areas within a building visible from the exterior only because of the transparency of glass doors, walls or windows), without the prior written approval of the Covenants Committee. No Person shall paint, affix a sign not specifically permitted by the Rules and Regulations to or alter the exterior of any improvement, including the doors and windows, without the prior written approval of the Covenants Committee."

This paragraph explicitly states that any change permanent or temporary to the exterior appearance of one's property must be approved by the CC. Temporary is defined as changes that are reversible/removable without damage to the underlying structure, and not remaining in place for more than two (2) months. Further, once a plan is approved it must be followed or a modification must be approved in accordance with Article 9, Section 9.3 (a) of the Declaration.

Holiday decorations are not considered a modification to the property; however, they may be displayed thirty (30) days prior to the holiday and must be removed at least thirty (30) days following the holiday. Permanent installation of holiday decorations is not allowed.

It is important to understand that CC 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 and materials, etc. Approval is also required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these Guidelines. A homeowner who wishes to construct a deck identical to one already approved by the CC is still required to submit an application.

E. CC REVIEW CRITERIA

The CC evaluates all submissions on the individual merits of the application. In addition to evaluation of the particular design proposal this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. Design decisions made by the CC in reviewing applications are not based on any individual's personal opinion or taste. Judgments of

acceptable design are based on the following criteria, which represent in more specific terms the general standards of the Association Documents.

1. Relation to the Autumn Oaks 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 can also adversely affect the open space in Autumn Oaks.

2. Validity of Concept

The basic idea must be sound and appropriate to its soundings.

3. Design Compatibility

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 materials, color, and construction details.

4. Location and Impact of Neighbors

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. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cause unwanted shadows on an adjacent patio property or infringe on a neighbor's privacy.

5. Scale

The size (in three (3) dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings.

6. Color

Color may be used to soften or intensify visual impact. The color must match on all parts of an addition that are similar to the existing house such as roofs and trim.

7. Materials

Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, 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.

8. Workmanship

Workmanship is another standard, which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Autumn Oaks Community Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.

9. Timing

The alteration authority granted by the application will be revoked automatically if the alteration requested has not been completed within six (6) months, or some other time frame specified by the CC in the approval letter, from the date of approval by the CC.

F. AMENDMENTS TO THE DESIGN GUIDELINES

The Guidelines may be amended to provide clarification, reflect changed conditions, or technology. Owners should submit to the Autumn Oaks Community Association requests for additions or changes to the Guidelines. The CC will review the Guidelines on an as needed basis to determine if amendments are required. Amendments proposed by the CC must be reviewed and approved by the Board of Directors.

G. APPLICATIONS

Application content requirements are spelled out under each of the following sections in this booklet. The application forms call for information helpful to the CC including any additional information, which may be useful in determining the scope and detail of the proposal. The signatures indicating awareness of two (2) neighbors must be supplied and the form signed. The two (2) signatures shall include those who are most affected because they are adjacent and/or have a view of the change. The CC may waive this provision, in whole or in part, if those lots affected are unoccupied. All information requested on the application must be completed or the application will be considered incomplete and returned. A house location survey (home plat) showing the proposed modification must accompany all applications for exterior modifications. Unless specifically stated, an application is required for any exterior modification.

H. SITE PLAN

A site plan is required as part of most applications. A site plan is a scaled drawing of your lot (site) which shows exact dimensions of the property, adjacent properties if applicable and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications should be developed from the house location survey provided to you when you purchased your home. More complex applications may require larger scale blowups of the plat plan or county approved development or site plans.

I. REVIEW PROCEDURE

All applications shall be mailed to the Association's Management Firm. The Management Firm will apply a date stamp of receipt and then check each application for complete information. If the application package is complete, the review process begins. If information that is pertinent to the review of the application is missing, the staff will return the application as incomplete. Once all information is provided and the application is complete, a date stamp is again applied indicating the start of the review process.

The CC must act upon all applicants within sixty (60) calendar days after the Management Firm has accepted the application as complete. If the CC fails to act on a complete application, the application is automatically referred to the Board of Directors. The Board of Directors must act on any referred application within fifteen (15) days of the first Board meeting held following referral of the application.

Applicants with special cases that require an interpretation of the application will be notified and asked to be present for the meeting concerning their case.

The decisions of the CC will be sent by letter to the address on the application. The CC decision is binding after ten (10) working days to allow time for the appeal process.

An appeals procedure exists for those affected by a CC decision: The first appeal should be made to the CC, a second appeal can be made to the Board of Directors.

Appeals will be heard if the applicant or those affected feel that any of the following criteria were not met by the CC when reviewing the application:

1. Proper procedures were followed during the administration and review process.

2. The applicant and any other affected residents attending the meeting were given a fair hearing.
3. The CC decision was not arbitrary, but had a rational basis. To initiate the appeals procedure the applicants, or other affected residents must submit a verbal request for an appeal within forty-eight (48) hours of the applicant receiving the CC decision, followed up with a written request within five working days. The CC has five (5) working days to review the appeal. Therefore, final CC approval requires an additional ten days to become official after being tentatively approved.

J. MAJOR EXTERIOR CHANGES

Major alterations are generally considered to be those that substantially alter the existing, structure either by subtraction and/or addition.

Major building alterations include, but are not limited to, rooms, screened porches, garages, pools, driveways, decks, sheds, patios, walkways, retaining walls and fences. Several types of changes may be combined on one application.

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 views, or amount of sunlight and natural ventilation on adjacent properties.

New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well to the location or exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. To the extent such changes require Loudoun County review and approval, copies of approval documentation must be included with the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage. If an impact occurs after the alteration is made the CC reserves the right to require the homeowner to correct the problem.

Construction materials must be stored so that impairment of views from neighboring properties is minimized. No construction materials will be stored on the street unless the owner has a Loudoun County permit that complies with county and/or VDOT regulations. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.

Unless specifically stated, an application is required for an exterior change to property or houses. In most cases, only a single application is required. For extensive changes a preliminary application for conceptual approval needs to be submitted. Applications should generally include:

1. Site plan showing location of proposed structure, and relationship to property lines and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions. If required by the CC, a full set of architectural drawings must be included.
3. Description of materials including items such as type of siding on dwelling and proposed structure, colors, exterior lighting arrangements where applicable, etc.
4. Landscaping plans should include size and type of plants and how many will be planted.
5. It is required that formal applications include a duplicate of those documents which were submitted to Loudoun County for a building permit.
6. Estimated start and completion date.

K. CONSTRUCTION TIMELINE AND CONFIRMATION OF COMPLIANCE

Construction of Major Exterior Changes must be completed within six (6) months from the date of approval by the CC. If construction is not completed within six (6) months, or some other time frame specified by the CC in the approval letter, the approval lapses.

Upon completion of any construction or alteration in accordance with plans and specifications approved by the CC, the Committee, at the request of the Owner thereof, shall issue a letter to such Owner confirming that the construction or alteration referenced in such letter has been approved by the Committee.

L. MAINTENANCE REQUIREMENTS

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. A violation of maintenance standards is a violation of the Association Documents.

1. Dwellings and Structures

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and play equipment.

While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions, which would be, considered a violation of the Association Documents:

- a. Peeling paint on exterior trim.
- b. Dented mailboxes or mailboxes and/or stands in need of repainting.
- c. Playground equipment which is broken or in need of repair.
- d. Fences with either broken or missing parts.
- e. Decks with missing or broken railings or parts, or parts in need of staining or painting.
- f. Cracked concrete or masonry block foundations.

Most residents undoubtedly 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 Autumn Oaks Community Association expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Autumn Oaks.

2. Lawn and Plant Care

To enhance neighborhood property values and appearance, each resident must maintain their turf grass to ensure a live and healthy lawn to the maximum extent possible. Turf areas need to be mowed, trimmed and edged at regular intervals. Dumping of debris and lawn clippings on common areas/open space is prohibited. Planted beds must be kept in a neat and orderly manner. Dead or dying plants should be removed and/or replaced as appropriate.

3. Lawn and Garden Fertilization

Special care should be taken not to over fertilize or to fertilize lawns and gardens when there is the chance of run-off. In areas adjacent to ponds and waterways, fertilize in a manner to avoid runoff.

4. Trash Removal

Residents are responsible for picking up litter on their property and/or debris on the common areas which originated from their property.

Removal of trash and debris from all Association areas accumulating from resident usage will be completed as necessary. Remember that the removal of trash costs the Association money, and voluntary neighborhood cleanup, in addition to controlling litter at the source saves everyone money.

5. Erosion Control & Drainage Management

Residents are responsible for seeing that the lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems which silt up ponds and stream valleys. Residents are responsible for maintaining proper drainage through their property that does not block or hinder natural drainage from adjoining properties.

6. Pesticides and Herbicides

Pesticides and herbicides must be applied according to label instructions for the specified problem. Emphasis should be placed on using 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 near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use with caution and follow instructions.

M. VIRGINIA PROPERTY OWNERS ASSOCIATION ACT VA POAA

The Virginia Property Owners' Association Act requires the Association to issue an association disclosure packet within fourteen (14) days after receipt of a written request. The written request shall specify to whom the association disclosure packet is to be delivered. Payment for issuance of the association disclosure packet will be collected at settlement. The VA POAA requires the association disclosure packet to include a statement as to whether any notice has been given to the seller that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are in violation of any of the Association governing instruments. It is important that Owners are in complete compliance with CC guidelines in order to avoid potential problems during the resale of your home.

III. STANDARDS AND GUIDELINES

A. FENCES

Fencing must enclose the entire backyard along the property line. Larger or smaller enclosures are not permitted. Gates and fences must be alternating board on board style, six feet in height, or as originally installed by the builder.

Fence extensions for end units must enclose the backyard at the property line. Fencing along the side may extend as far as the property line and as far forward as the distance from the rear plane of the home forward. Fencing may enclose side bay windows only if the window is in the rear half of the home.

Wood fences shall be constructed of good quality, treated or exterior grade lumber. Fences may be treated with a clear sealant or left to weather naturally. No colored or tinted sealants, paints or stains may be used.

Removal or modification of fencing installed by the builder can only be done with approval of the CC.

B. PATIOS AND DECKS

Patios and decks shall be located in rear yards only. Patios and decks (including stairs, benches, planters, etc.) may not extend past the side plane of the home. Side plane of the home is defined as the side of the main structure and does not include chimneys or bump outs. Decks must be at least two (2) inches from the fire wall/party wall of adjoining units. Landscaping may be required to soften the visual effect of a patio or deck.

When patio or deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Standards and Guidelines should be considered during the completion of the application.

1. **Ground Level Decks and Patios**

A ground level deck that is less than twelve (12) inches in elevation does not require handrails.

Application

An application is required for all patios and ground level decks and must include the following:

- a. Site plan showing the size of the patio and location as it relates to the applicant's house, adjacent houses, and property lines.
- b. Description of type of materials, color, grading, and drainage changes.
- c. Detail plan of landscaping if included.
- d. Estimated start and completion date.

2. **Elevated Decks**

Elevated decks will require handrails. Only vertical pickets, without ornamentation, will be approved for handrails. No deck (including stairs, benches, planters, etc.) may extend past the side plane of the home.

Decks should be of quality grade wood, vinyl, or Trex or other similar synthetic material. Deck railings and pickets may be constructed of wood, vinyl, synthetic material or metal.

(black). Metal railings and pickets will be constructed with material that will not corrode and that does not require painting. Synthetic hand railings may be constructed of the same color as the deck material. Color approval for railings and pickets is required prior to construction. Deck railings and pickets may be stained/painted in colors that must be compatible with the existing trim of the house. A redwood colored stain/sealant shall not be approved. Deck flooring should be a different color from the railings/pickets. A sample of color MUST be included with the application. Any alteration of the color of deck, railings and pickets MUST be submitted and approved by the CC.

Application

An application is required for all elevated decks and must include the following:

- a. Site plan showing the relationship, including dimension, of the deck to the house, lot and adjacent properties.
- b. A description of materials to be used.
- c. Dimensions of railings, stairs, steps, benches, and other details as required to clearly describe the proposed deck/patio. Include height of deck above the ground.
- d. A detailed landscape plan if landscaping is included.
- e. Indicate whether or not under the deck will be used for storage. If so, the area under the deck must be hidden from view.
- f. Estimated start and completion date.

3. Construction Timeline

Construction of Patios/Decks (ground level or elevated) must be completed within six (6) months from the date of approval by the CC. If construction is not completed within six (6) months, or some other time frame specified by the CC in the approval letter, the approval lapses.

C. SOLAR COLLECTORS

Solar Collectors will not be allowed.

D. STORAGE SHEDS

Sheds shall be located in rear yards only. Sheds should match the existing color scheme of the home. Consideration must be given to Lot size, shed size, and the impact on views from neighboring properties. Sheds may be placed under decks if screened from view with lattice or sufficient landscaping. Sheds made of wood, simulated wood or plastic may only be approved for placement under a deck.

Application

An application is required for all storage sheds and must include the following:

- a. Signatures of all property owners affected by the proposed shed.
- b. A site plan showing location and dimensions of the shed in relation to the applicant's house, property lines, and adjacent dwellings.
- c. A description of materials to be used.
- d. A detailed landscape plan.
- e. Detailed drawings and plans of the shed include colors.
- f. Estimated start and completion date.

1. Construction Timeline

Construction of Storage Sheds must be completed within six months from the date of approval by the CC. If construction is not completed within six (6) months, or some other time frame specified by the CC in the approval letter, the approval lapses.

E. GREENHOUSES AND SCREENED PORCHES

Attached greenhouses and screened porches will be reviewed as room additions. Architectural drawings are required. See Section II (D-K) for application requirements.

Screened porches will be reviewed as room additions. Architectural drawings are required. See Section II (D-K) for application requirements.

F. PLAY EQUIPMENT

Play Equipment must be placed in rear yards. Exceptions due to lot shapes, size, and/or grade will be considered by the CC on a case-by-case basis. Consideration will also be given to equipment size and design, amount of visual screening, etc. **Play equipment must be constructed of natural wood.** No metal play equipment will be allowed.

Applications must include at a minimum:

1. Signatures of at least two (2) adjacent (i.e. side or rear) property owners affected by the proposed play equipment.
2. A site plan showing location and dimensions of the play equipment, in relation to the applicant's house, property lines, and adjacent dwellings.
3. Detailed drawings and plans of the play equipment include dimensions and measurements.
4. Estimated start and completion date.

G. BASKETBALL GOALS

Permanent basketball goals shall not be permitted.

An application is not required for the use of a portable basketball goal if the following guidelines are adhered to.

Portable, temporary goals may be placed in the driveway and must be removed when not in use for extended periods of time. Portable goals must be properly secured and may not be placed on sidewalks or streets or on any common areas. Use of cinder blocks, rocks, bricks and other types of weighting material are not allowed. All goals must maintain a net in good condition and free of rips and tears and attached to all loops.

During an extended period of time when portable basketball goals are not being used they should be removed from the driveway and stored in the garage or the rear of the property. Basketball goals may not be stored for the winter by laying them down in the yard or driveway.

H. DRIVEWAYS

Modifications to the builder installed driveway, whether in size or dimensions, must be approved by the CC. Driveways must be asphalt with concrete aprons.

An application is required for any modification to the builder-installed driveway.

I. HOT TUBS/SPAS

An outside hot tub or spa requires an application that shall include the following information:

1. A site plan showing the location of the hot tub or spa and its relationship to existing structures, drainage, and property lines. Adequate drainage must be carefully evaluated for site selection approval.
2. Dimensions, type and color of proposed materials.
3. Proposed screening and landscaping plan.
4. Hot tubs and spas shall be located only in the rear yard behind the house and within twenty (20) feet of the dwelling.
5. Hot tubs and spas shall be of a material that will blend with surrounding structures.
6. A childproof cover is required.
7. Fencing as required by Loudoun County Code and of an approved style.

J. AIR CONDITIONERS--EXTERIOR UNIT

Air conditioning units extending from windows and window mounted fans are prohibited.

Other 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 neighbor's property. An application is required.

K. ANTENNAS AND SATELLITE DISHES

No exterior antenna, satellite dish or similar exterior improvement shall be maintained upon the Property unless the prior written approval of the Covenants Committee is obtained; provided, however, that the Association shall not prevent access to telecommunication services in violation of applicable law. Exterior antennas, satellite dishes greater than one meter (39 inches) in diameter, or amateur radio equipment generally will not be allowed upon the Property; provided, however, that: (i) an Owner may install an antenna permitted by the Association's antenna rules upon prior written notice to the Covenants Committee; (ii) the Covenants Committee may approve other antennas in the appropriate circumstances; and (iii) the Covenants Committee may establish additional guidelines for antennas as the law and technology change. Notwithstanding the foregoing, the Board of Directors may install and maintain antennas, satellite dishes or similar equipment on the Common Area to serve the community.

An application is not required for satellite dishes smaller than thirty-nine (39) inches in diameter used to receive satellite television/internet service. Satellite dishes should be placed on the side or rear of the home unless service reception is not possible in these locations. Location should be as unobtrusive as possible. No satellite dishes will be allowed in the front yard of any home.

An application is required for any other satellite dish or antenna.

An application must include the intended location of the dish on a site plan, and appropriate screening, if necessary.

L. ATTIC VENTILATORS AND METAL FLUES

Attic ventilators and turbines must match the siding or trim color on the house if mounted on a gable end or be painted to match the roof if placed on a roof. Roof location shall be on the least visible side of the roof peak.

Large metal flues and any vent through the roof other than those installed by the original builder must be painted to match roof color.

An application is required for new attic ventilators, turbines and metal flues/vents.

M. CHIMNEYS

Chimney caps must be painted and any vent through the roof must be painted to match roof color.

1. Application

An application for a chimney must include the following:

- a. Site plan showing the relation of chimney to the house, property line and adjacent neighbors.
- b. Picture and/or detailed drawing of chimney to include dimensions.
- c. Color and style of house.
- d. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match.
- e. Estimated start and completion date.

2. Construction Timeline

Construction of a Chimney must be completed within six (6) months from the date of approval by the CC. If construction is not completed within six (6) months, or some other time frame specified by the CC in the approval letter, the approval lapses.

N. CLOTHESLINES

Clotheslines will not be allowed. Clotheslines include clothes racks and any other device used to air dry clothes outside of the home.

O. COMPOST PILES

Open compost piles will not be allowed.

P. DOGHOUSES

Dog houses must be compatible with the applicant's house in color and material or match a natural wood fence and must be located where they will be visually unobtrusive. Maximum size allowed is five (5) feet by four (4) feet with a height of five (5) feet. Dog runs are prohibited.

A completed application requires the following information:

1. Site plan showing the relation of the doghouse to the house, property line and adjacent neighbors.
2. Picture and/or detailed drawings of the dog house to include dimensions.
3. Description of materials used. Materials and color must match the house.
4. Architectural style of owner's house.
5. Landscape plans to compliment and/or screen the doghouse.

Q. EXTERIOR DECORATIVE OBJECTS

Natural and manmade exterior decorative objects will generally not be approved for display in the front and/or side of the home. Exterior decorative objects include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, pools, ponds, stumps, driftwood piles, free standing poles of all types, glass mirror globes and items attached to approved structures. Use of unobtrusive landscaping figurines is permitted in the front and side yards as long as they do not present a cluttered appearance.

Planters may be placed on the front porch/landing. Size of planter must be proportionate with the porch/landing. An application for planters is not required if the above conditions are met. Applications are required for all permanently installed water features (i.e. fountains, pools, ponds, waterfalls etc.)

R. EXTERIOR LIGHTING AND ELECTRONIC INSECT TRAPS

Exterior lighting, in addition to that initially provided on the house, may be desired to enhance a deck or patio or to improve visibility on a driveway. Lights added to the front of a home must match or complement existing lighting and be unobtrusive in nature with a black or dark green finish. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner, which could disturb neighbors. In particular, care must be taken in arranging the angle of a spotlight.

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

A completed application requires the following information:

1. Site plan showing the relation of the insect trap or lighting to house, property line, and adjacent neighbors.
2. Picture and/or detailed drawing of the insect trap and lighting to include all dimensions and height of fixture above ground.
3. State wattage of bulb to be used.
4. start and completion date.

S. 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 homes should relate to the colors of the houses in the immediate area. Repainting or staining a specific object to match its original color need not be submitted.

A completed application requires the following information:

1. List of all exterior colors on the house and appurtenant structures.
2. A color sample of the new color to be used.
3. Estimated start and completion date.

T. FIREWOOD

Firewood shall be kept neatly stacked and located to the rear of the residence, within owner's property line.

Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

If the above guidelines are followed, an application is not required.

U. FLAGPOLES

Permanent, freestanding flagpoles will not be allowed.

Temporary flagpole staffs, which do not exceed six (6) feet in length and are attached at an incline to the front wall or pillar of the house, need not have an application.

V. GARAGE DOORS

Garage doors will match the trim color of the home and should be closed at all times unless in use (meaning a car is coming in/out or the owners are outside using their garage/lawn.). Replacement doors will be similar in style to the builder-installed garage door. Wood garage doors are not permitted.

W. GUTTERS AND DOWNSPOUTS

Gutters and downspouts must match the color of the siding on the house and design and must not adversely affect drainage on adjacent properties. Gutter screens/caps must match the color of the roof shingle or gutter material. Downspout extensions should be dark green, brown or black and properly fit the discharge end of the downspout. Splash-blocks should be used to distribute discharged water from downspouts and prevent yard erosion. No application is required.

X. HOME BUSINESS

No home shall be used for any business, commercial, manufacturing, mercantile, storage, sales or other similar purposes; provided, however, that an owner may maintain an office or home business in the dwelling if:

1. Such office or home business is operated by a member of the Owner's household residing on the lot.
2. There are no displays or signs indicating that the Lot is being used other than as a residence.
3. Such office or business does not generate significant traffic or parking usage by clients, customers or other persons related to the business.
4. No equipment or other items related to the business are stored, parked or otherwise kept on such Owner's lot or on any common areas.
5. The activity is consistent with the residential nature of the neighborhood and complies with Loudoun County ordinances.

Y. LANDSCAPING

An application is required for hedges more than two (2) feet in height or eight (8) feet in length, or other trees or features which in effect become structures, fences or screens and as part of other applications where required.

Applications should include a description of the types and sizes of landscaping to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

An application is not required for planting flowers, bushes or trees that do not create a fence or screen.

Any landscape enclosure or border must be made of natural materials and blend into the design and quality of the home. An application is required for any enclosure or border over six (6) inches high. Include a site plan with the location of enclosure drawn in, and information on landscaping plans and any grading changes.

Z. VEGETABLE GARDENS

Vegetable gardens must be located in rear yards only and not visible from the street. Gardens must be neatly maintained; this includes removal of all unused stakes, trellises, and dead growth.

An application is not required if the above guidelines are followed.

AA. MAILBOXES

No modifications to mailboxes will be allowed. Any repairs or replacement required must match the original builder installed mailbox.

BB. GRILLS

All outdoor cooking equipment must meet Loudoun County code and should be located in the rear yard only at least five (5) feet from any property line. Grills shall not be stored in driveways or on front porches.

CC. SIGNS

Real Estate signs must meet County regulations with respect to size, content and removal. No more than (2) signs will be permitted for any one lot. Signs may only be placed in the front yard of the property available. Homeowners and their Realtors will ensure signs and posts are maintained in a neat and upright position and ensure that line-of-sight obstructions or hazards are not created for drivers by the placement of the sign in proximity to roads and particularly at street corner intersections. Real Estate signs will be removed in a timely fashion following completion of the real estate transaction. An application is not required. All political signage must be removed following 30 days. All political signage shall be removed 2 weeks following election. No private signage will be permitted in any common area.

DD. PATHWAYS

Pathways should be set back at least one (1) foot from the property line and generally be installed flush to the ground and should be compatible in material and design to the home. If using brick, type should blend with that on the house (if any). A completed application requires the following information:

1. Site plan showing the exact location of the pathway.
2. Materials to be used including color.
3. Description of grading changes required, if any, and the resulting impact on neighbors.
4. Estimated start and completion date.
of the truck,
5. Any mobile home, trailer or fifth wheel trailer.
6. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.

EE. RECREATIONAL/COMMERCIAL VEHICLES/TRAILERS

No recreational vehicle/commercial vehicle or trailers may be parked or stored in open view on residential property, public or private streets, or on open space.

The Board of Directors has defined "recreational/commercial vehicles" as:

1. Any boat or boat trailer.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
4. Any vehicle that has commercial signs or advertising or commercial equipment visible.
5. Any private or public school or church buses.
6. Any mobile home, trailer or fifth wheel trailer.
7. Any pop-up camper/tent trailer or similar recreation oriented portable or transportable facility or conveyance.
8. Any other vehicle not defined above which could not normally or regularly be used for daily transportation including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Virginia.
9. Any vehicle that is included in the Loudoun County code as being defined as commercial.

FF. STORM DOORS AND WINDOWS

Storm/screen doors on the front of houses must be full view glass without ornamentation such as scrolls, imitation gate hinges, ornamental grillwork or scallops. Doors must be the same color as the entry doors or surrounding trim. Doors with less than full view are not

allowed. Three-quarters view clear glass storm/screen doors may be used on the rear of the house if the door is not visible from the street.

Storm and screen window frames should match the trim color of the house, or white is acceptable.

An application for storm doors and windows is not required if the above guidelines are followed.

GG. SUN CONTROL DEVICES

Permanent window or door awnings or other similar attached shading devices are not allowed.

Retractable awnings may be installed over deck and/or patio areas. AN APPLICATION IS REQUIRED.

Sunscreen window film is permitted if transparent and unnoticeable from the exterior of the home from any viewpoint. Window film that presents a mirrored or colored exterior appearance or that produces more reflection than ordinary glass may not be used. Film that bubbles or presents an unsightly appearance must be repaired or removed. Security window film is permitted provided the film meets the same requirements of appearance as sunscreen window film.

HH. TRASH CANS AND RECYCLING BINS

Trash cans and recycling bins must be stored out of sight at all time. Trash cans and recycling bins must be removed from view following emptying and should not be stored in front of the house or remain in public view when not placed out for collection as defined below.

Containers, including yard debris, shall be placed for pickup no earlier than sunset on the night proceeding scheduled collection days. All trash must be placed in containers manufactured for trash storage purposes. Paper products or plastic bags are not suitable for trash storage. Homeowners who place trash, recycling or yard debris outside on non collection days will receive a letter from the HOA and upon the third letter, a hearing will be held before the CC will be convened, upon proper notice, in order to determine whether a monetary charge may be assessed.

II. TREE REMOVAL

No live trees with a diameter in excess of four (4) inches, measured twelve (12) inches above ground shall be removed without approval. No live trees generally known as flowering trees or broad leaf evergreens in excess of two (2) inches in diameter, similarly measured, shall be removed without approval. No live vegetation on slopes of greater than twenty percent (20%) gradient or marked "conservation" areas on original site plans or plats may be removed without prior approval of the CC.

NO TREES ARE PERMITTED TO BE REMOVED PRIOR TO BOND RELEASE BY DECLARANT.

An application is required to remove any trees described above. Any violation of this guideline will result in immediate referral to the BOD for resolution.

JJ. TEMPORARY STORAGE UNITS (PODS)

Temporary Storage Units (PODS) may be used but will only remain in place for fourteen (14) days. Any extended use of a temporary storage unit (POD) must be applied for and the application approved prior to placing the temporary storage unit on the property.

IV. INSTRUCTIONS FOR APPLICATION FOR EXTERIOR MODIFICATION

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

House Location Survey

A copy of your house location survey (house plat) *MUST* be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure **MUST BE DRAWN ON THE HOUSE LOCATION SURVEY**. Drawings should be to scale. Plats are not required for paint changes, storm doors/windows, or other such modifications.

Detailed Drawings

A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted must be included.

Dimensions

Provide all dimensions, including height, roof slope, etc. on new construction.

Description of Materials

Provide a list of all materials to be used in the proposed construction.

Description of Colors

Applications for colors which are not the original color of house and/or trim **MUST** be accompanied by actual color samples and not photos.

Photographs

Photographs of existing conditions are helpful to the Architectural Committee.

Drainage

Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

Signatures of Property Owners

Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures is required with the application.

AUTUMN OAKS COMMUNITY ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____ LOT # _____

HOME PHONE: _____ WORK PHONE: _____

FIRST SUBMITTAL: YES: _____ NO _____ RESUBMITTAL: YES _____ NO: _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Design Guidelines for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents in duplicate to:

Autumn Oaks Community Association
c/o National Realty Partners, AAMC®
365 Herndon Parkway, Suite 106
Herndon, Virginia 20170

Describe proposed changes (attach additional sheets if needed):

Obtain signatures of adjoining property owners who will be most affected by the change: (Minimum of 2)

Name	Address	I acknowledge that I have been advised of this change
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Estimated Start Date: _____ Estimated Completion Date: _____

(After the Management Company has accepted the package allow sixty (60) days for CC approval prior to start date)

1. I agree that compliance with Autumn Oaks Community Association Design Guidelines and approval by the CC does not constitute compliance with county building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until written approval of the CC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense.
3. I agree that members of the CC shall be permitted to enter upon my property if requested for the purpose of inspection of the proposed change, the project in progress, and the completed project.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within three (3) months of the approval date and completed within six (6) months thereafter.
5. I agree to contact the Management Company and/or Covenants Committee within fourteen (14) days after my project is complete and request an inspection by the covenants committee.

HOMEOWNER'S SIGNATURE: _____ DATE: _____

Covenants Committee or the Homeowners Association Board of Directors

Date Received: _____

- Final approval as requested.
- Final approval subject to the following conditions/modifications. (See Comments)
- Disapproved for the following reasons. (See Comments)

COMMENTS:

Covenants Committee Chair's signature:

Date:

Note: Please return this completed form to:
Autumn Oaks Community Association
C/o National Realty Partners
365 Herndon Parkway, Suite 106
Herndon, Virginia 20170
Phone: (703) 435-3800
Fax: (703) 689-0949

National Realty Partners, LLC

OFFICE USE ONLY:

Homeowner Name: _____

Homeowner Address: _____

Date received from homeowner: _____

Date forwarded to Association Committee: _____

Date received from Association Committee: _____

Date Committee approval/disapproval letter sent to homeowner: _____

COMMENTS: _____
