

February 2019

# Arrowood Homeowners Association Inc. (AHOA)

## Architectural Review Committee Design Guidelines

### February 2019

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# **Arrowood Homeowners Association, Inc. (AHOA)**

## **Architectural Review Committee Design Guidelines**

### **INTRODUCTION – SECTION 1**

#### 1.1 Objectives and Application

This document is both a guide for the Architectural Review Committee (ARC) and Arrowood HOA property owners. These ARC standards are broad-based and are intended to address the exterior aspects of both site and architectural construction or alterations at Arrowood HOA. Since it is impossible to address each specific design condition, these are “performance standards” which define the principal factors which should be considered when developing a design solution. They are not intended to be all inclusive, but rather serve as a guide to what may be constructed in the Arrowood community. The specific objectives of this document are:

- To maintain and improve the quality of the living environment in the Arrowood community
- To provide uniform guidelines to be used by the ARC in reviewing applications in light of the goals set for in the Arrowood community
- To increase resident awareness and understanding of the Protective Covenants and their intent.
- To offer an overview of the organizations and procedures involved with the Design Standards established by the Covenants
- To illustrate basic design principles which will aid residents, builders and architectural designers in developing home design plans and exterior improvements that are in harmony with the immediate neighborhood and the community as a whole
- To assist builders and/or residents in preparing an acceptable application to the ARC.

This document’s organization affords ease of use for those wishing to make improvements to an existing residence at Arrowood. The development standards provide for site development, architectural design and exterior site elements for a wide variety of situations.

An overview of the Site Plan and Architectural Review Process is provided. All homeowners wishing to make exterior alterations to existing structure, should be acquainted with these procedures and requirements.

Although these guidelines strive to provide homeowners with adequate information regarding approved alterations, please note these guidelines shall not be considered all-encompassing, and items not explicitly covered under these guidelines shall be subject to Board review and approval. In addition, in any areas where these Guidelines are not consistent with the covenants or applicable laws and regulations that govern home ownership in Virginia and Prince William County, such covenants and applicable laws and regulations shall control. Furthermore, homeowners are responsible for compliance with all federal, state and local regulations whether expressed or not in these guidelines.

Participation in the architectural alteration review process is exclusive to homeowners. Renters or other occupants may not execute or sign ARC applications either as an applicant or as an adjacent property owner acknowledging proposed changes to be made by an ARC applicant. Renters may attend but may not speak at Homeowner Association Meetings.

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## **ARCHITECTURAL REVIEW PROCESS – SECTION 2**

### **2.1 Architectural Review Committee**

All residents benefit from the careful planning and design of Arrowood. A logical extension of this community planning and design effort is the assurance that high residential design standards will be maintained through the establishment of express design controls. The assurance of continued high design standards protects property values and enhances the Community's overall environment and livability. All homeowners should become familiar with the Declaration of covenants and Restrictions for Arrowood HOA. The Architectural Review Committee (ARC) ensures continued quality development at Arrowood by reviewing plans for all construction and exterior alterations by homeowners subject to the Protective Covenants. The ARC shall be composed of homeowners who volunteer to serve on this committee. The focus of the ARC is primarily on the resultant exterior appearance of the property, with the quality of construction and interior features beyond the purview of the ARC.

The authority of the ARC is to review and approve applications submitted by homeowners. If the ARC finds an application to be outside of these guidelines, that application, along with the ARC's recommendation, will be referred to the Board of Directors for final review.

In any event, if the ARC and/or the Board of Directors fails to communicate an approval or disapproval of any written application or petition submitted by a homeowner within thirty (30) days of the postmark or delivery date, then approval will not be required, and the requirements of these guidelines shall be deemed to have been satisfied, provided however that nothing may be "approved" in this manner if it is contrary to these Guidelines or the Covenants.

### **2.2 Amendments to the Guidelines**

The ARC will conduct an annual evaluation to determine if the guidelines need to be amended. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines. The actual amendment procedure will typically involve public discussion and review by the homeowners. Amendments will be adopted when approved by a vote of the Committee and concurrence by the Board of Directors.

### **2.3 What Must Have Architectural Review Committee Approval**

No improvements, additions, 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 ARC, unless specifically exempted by this document.

Each application is reviewed on an individual basis. For example, a homeowner who wishes to make an exterior alteration identical to one already approved by the ARC (or existing elsewhere in the neighborhood) is still required to submit an application for approval.

### **2.4 Design Review Criteria**

The ARC evaluates all proposals on the individual merits of the application. Besides 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 ARC in reviewing applications will not be based on monetary value, personal opinion or taste. Judgments of acceptable design are based on the following criteria as they relate to the Arrowood Community Development Standards and are based solely upon the Protective and Restrictive Covenants:

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**Validity of Concept** - The basic idea must be sound and appropriate to its surroundings.

**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 massing and style, similar use of materials, color and construction details.

**Location and Impact on Neighbors** - The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage.

**Scale** - The size (in three dimensions) of the proposed structure or alteration should relate well to adjacent structures and its surrounding.

**Color** - Color may be used to soften or intensify visual impact. Primary parts of the structure such as roofs, facades, and trim should be compatible in color.

**Materials** - Continuity is established by use of the same or compatible materials. Materials used elsewhere may vary. For example, wooden fences in the rear of the property. However, continuity and consistency with the overall scheme is to be adhered to, such as having consistent trim colors throughout property.

**Workmanship** - Workmanship is another standard which is applied to all exterior construction. The quality of work should be equal or better than that of the surrounding area. Poor practices, besides causing owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. Arrowood Homeowners Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.

**Timing.** - Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. If the construction period is considered unreasonable, the ARC may disapprove the application. Owners with projects that extend beyond the estimated duration for completion by greater than one month shall submit an additional application with revised scheduling for review and approval by the ARC. If the ARC determines an uncompleted project becomes delinquent (without a justifiable reason, as determined at the discretion of the ARC) the homeowner will be subject to violation until the project is appropriately completed or property/component is returned to its original condition.

## 2.5 What to Include in an Application

An ARC application form is available from the Homeowners Association representative, and a sample application can be found at the end of this document. When submitting the application, all information must be included or the application cannot be approved. Attention and care to this part of the process will avoid frustration and delay. An application that lacks any requirement of this Section is not deemed as "complete," and the 30-day review period does not begin until the application is actually complete and has all required information and documents. The following items are required by the ARC in order to review and approve or disapprove an application:

**A Site Plan:** This should show the property boundaries, the location of the proposed improvement, dimensions and the distance from that improvement to the property lines. This can be drawn in on a photocopy of the property plat.

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**Drawings and Photographs:** To provide graphic illustration of size and form of proposed improvements. A wide variety of graphics material is acceptable from manufacturers catalogue excerpts, photographs, freehand sketches, or mechanical drawings. As projects will not be judged on duality of rendering, artistic shortcomings should not discourage homeowners from submitting projects to the ARC, although submitted - material must be "readable" and provide ARC sufficient understanding of the proposed concept. The level of detail required depends on the complexity of the project. All graphic material should be accompanied by a written description of the project.

**Material and Color Samples:** In many instances, the simple statement that a given improvement will be painted to match the existing house or trim color will be sufficient. In cases where new materials and colors are to be introduced, material samples, such as brick and paint chips of the exact color should be provided to the ARC. This will insure adequate communication of intent.

**Signatures:** The application must include the signatures of the four (4) nearest neighbors affected by the proposed improvements. These signatures indicate **only** awareness of the applicant's intent or proposal, and DO NOT constitute approval or disapproval. In instances where four neighbor signatures are not provided (due to rental units, extended leave or other reasons beyond homeowner control) homeowner shall state such in the application. Applications with fewer than four (4) signatures shall be subject to further review.

**Application packages may be submitted** by sending an application package back to the Homeowner Association Representative by mail/delivery. Alternatively, homeowner may submit application at a Homeowners Association meeting. Homeowners may submit applications electronically to the Homeowner Association Representative if no samples are requested for approval.

**Permits:** Where Federal, State or local regulations require a permit or other governing approval, homeowner shall follow all requirements and obtain permit or approval prior to the work. Homeowner shall indicate on the ARC application if permit or approval is required, although application/acquisition of such shall be separate from the ARC application and not considered by the ARC as part of its review.

## 2.6 Homeowner Proposal/ARC Review Procedure

The homeowner or authorized representative (architect or contractor) must submit a minimum of one set of required plans, drawings and documents, along with a construction materials sample board to the ARC. Two sets of plans must be submitted if the applicant desires that a copy of the plan be returned indicating ARC approval. All applications submitted by homeowners or their representatives, shall be reviewed, and approved, or referred to the Board of Directors for further review, by a majority of two or more ARC committee members.

The ARC will review all proposals within twenty (30) calendar days of the postmark on the envelope or the personal delivery of the proposal to a Homeowner Association Representative. The homeowner will be informed of the ARC's approval or referral to the Board of Directors, by US Mail to be postmarked within ten (10) business days of the meeting at which the proposal was reviewed, although the ARC reserves the right to communicate approvals by alternate means if agreed to by the owner.

If a proposal is rejected by the ARC, the application is then forwarded to the Board of Directors for final review. If the Board of Directors accepts the ARC recommendation, and rejects the proposal application, the Board Chairman or his designate, will notify the responsible party within two (2) business days following the review meeting, followed by a written response to be delivered by first class mail within five (5) business days, as determined by the US Postal Service postmark. The ARC shall indicate all items which are not in compliance with the protective covenants.

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The homeowner may submit at any time a revised proposal package with changes that satisfy the ARC concerns. The ARC may review re-proposals prior to the next scheduled meeting and make approvals or rejections. The ARC will make reasonable efforts to inform, by written letter, all approvals or rejections of resubmitted applications within 10 days of reviewing said re-proposal.

## 2.7 Appeal of an ARC Decision

An appeal may be made if the following occurred:

- Proper review procedures were not followed during the review process.
- The applicant and affected residents attending the ARC review meeting were not given a fair hearing.
- The ARC decision was not within the scope of the protective covenants.

The applicant or affected residents must request for an appeal within five working days of the applicant receiving the ARC decision, followed up with a written request within ten working days. Exceptions to these deadlines will be made only for extenuating circumstances or circumstances beyond the control of the owner on a case by case basis, at the discretion of the Board of Directors.

## 2.8 Enforcement Procedures

The protective and Restrictive Covenants require the ARC to insure compliance of all homeowners. The following enforcement procedures have been established by the Board of Directors:

- Homeowners wishing to report violations of the protective covenants, and/or guidelines and requirements contained within this publication, must submit that report in writing before ANY investigation by the ARC and/or Board of Directors will begin. The Board or ARC may initiate complaints upon their own authority.
- All written reported violations shall be confirmed by a site visit by an ARC member or Homeowner Association Representative. Periodic review site visits will be announced in advance in the homeowner's association newsletter or by a special mailing. All other site visits will be pre-arranged with the homeowner.
- The applicant/homeowner will be notified of a violation in writing by the ARC chairman or his designate, the written notification to be delivered in person and/or by First Class Mail and Postmarked within five (5) business days of the site visit.
- If the violation is not resolved within 30 calendar days after notification, a second written notice will be sent by certified mail.
- If the violation is not resolved within fifteen (15) calendar days after notification of the second violation notice, a third notice will be sent certified mail informing the resident of the time and place of a Board of Directors meeting concerning the violation.
- If the violation is not resolved by the Board of Directors, the violation will be turned over to the proper authorities with a recommendation for legal action.

## 2.9 Actions Required Prior to Construction

- All proposed construction must be accurately staked out on the site, including all building corners, out buildings, and additions. In addition, a protective barrier, such as snow fences must be erected along the perimeter of the limits of construction, when erosion control is necessary or required by Prince William County building authority or ordinances. When excavating for installation of a foundation, pool, etc., fencing is required for safety reasons.
- A copy of ARC approved proposal material must be on site at all times.
- The homeowner is responsible for obtaining all required local building permits and complying with all laws and ordinances that apply for the work they are undertaking.

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- All alterations to the ARC approved plans must be submitted to the ARC for approval before construction of those alterations begins. Alterations to approved applications that are completed without review/approval by the ARC are subject to disapproval and violation until the ARC receives and approves an application regarding the alteration or the homeowner reverts the altered design back to the approved design or original construction (if approved).

### 2.10 Grandfathering

Homes that are in violation of these guidelines due to a change in this version of the guidelines shall be exempted from ARC enforcement, and shall be “grandfathered” until such time as replacement of the component creating the violation is necessary or performed. This will be addressed on a case-by-case basis. Grandfathering shall survive changes in homeownership.



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## **ARCHITECTURAL GUIDELINES – SECTION 3**

### **3.1 Architectural Design Guidelines**

These guidelines are an attempt to give direction and guidance to homeowners considering improvements to their home or property. As it is difficult to foresee every possible situation which may arise, it is neither practical, nor desirable for the ARC to attempt to dictate all architectural decisions. Rather, these guidelines attempt to address issues such as duality of construction, relationships between adjoining residences, compatibility of styles, materials, colors, and overall appearance. In short, the guidelines create a framework for design decision-making, rather than focusing on particular architectural details.

### **3.2 County Approval**

All homeowners planning improvements should be aware of County regulations. Many site and home improvements require County approval which is the homeowner's responsibility. ARC approval is not a substitute for county approval (or vice-versa), and the ARC will not act as a referral service to the County. Prince William County should be consulted prior to any commencement of any construction to verify what permits are needed and what construction practices should be followed

### **3.3 Major Exterior Alterations**

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

The design of major alterations should be compatible in scale, materials, detailing and color with the applicant's house and adjacent houses.

The location of major alterations should not impair views, or amount of sunlight and natural ventilation on adjacent properties and shall not encroach upon regulated property setbacks or common areas.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated, and may also require County review and approval. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials should be stored so that impairment of views from neighboring properties is minimized. Excess material and debris should be immediately removed after completion of construction.

### **3.4 Additional Rooms**

See general architectural guidelines at the beginning of this section.

Major features of the house such as vertical and horizontal lines, projections and trim details should be reflected in the design of the addition.

Building footprints must continue to respect County required setbacks as described at the beginning of this section.

### **3.5 Colors/Materials**

Selection of color and materials (texture) is a key element in producing quality architecture. Color/material selection shall comply with all pre-approved color palettes and/or material lists indicated in these guidelines where applicable. A sample board showing actual materials to be used on the house, including color, texture, stain, etc. must be provided for ARC review/approval.



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Brick selections using subtle color blends are recommended. Avoid mixing strongly contrasting colors of brick which produce the "salt and pepper" or "checkerboard" look.

Color mortar should be considered as an added, flexible design element, in addition to the relationship between siding and trim coloring.

Limit the number of exterior colors on the individual building to the number of original colors of the home.

### 3.6 Exterior Painting

Repainting or staining to match original colors need not be submitted to the ARC for approval. Color changes apply not only to the house siding, but also to doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color should relate to the colors of other houses in the immediate area.

### 3.7 Site Hardscaping Standards

#### **3.7.1 Decks**

Decks are an extension of the house and thus have significant impact on its appearance. Decks may also affect the privacy of adjacent properties. These two factors should be weighted heavily in the location and design of decks.

Privacy of adjacent homes should be considered when planning decks.

When designing and siting decks, careful attention should be paid to the impact of the external architectural image, as well as the compatibility between the detailing of the deck and the house. Modifications to existing decks should provide continuity in detailing such as material, color and the design of railings and trim.

ARC review and approval is **not** required for uncovered main living level, or ground level, single tier, uncovered decks which are attached to the rear of the house, do not extend beyond the sides, and are not visible from a normal street view of the home, standing at the base of the driveway. Should the deck violate these restrictions in any way, an ARC application is required.

Covered and/or screened-in decks and under-deck storage **do** require ARC application, review, and approval.

Decks must be constructed from wood or composite materials specifically for use as decking. All guardrails must be constructed from wood, vinyl, or painted aluminum materials.

All painting, staining, or other colors of the deck must match the approved color scheme.

Deck (and stair) construction must meet current Virginia and Prince William County building code requirements.

#### **3.7.2 Patios**

Patios shall only be located in the rear of the house and shall not extend beyond the house line, or beyond the sides of the house, unless concealed by a fence. Patios shall not be visible from the normal street view of the home, standing at the base of the driveway, unless concealed by a fence.

There are no material requirements for patio construction.

#### **3.7.3 Fencing**

The intended function of the proposed fence should be understood before the type of fence or the construction materials are chosen. The function has many implications for type.

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The following guidelines should be adhered to when planning for a fence:

- Fence height shall not be greater than 6 feet without express Board approval. One (1) foot tall decorative trellis extensions are permitted with ARC approval on a case by case basis.
- No fencing shall be permitted in the front yard of any lot. All side and rear yard fencing must no extend farther than seven (7) feet from the rear end of the house, unless the house contains a window well or chimney which create a barrier for the maximum distance allowed. In such cases, the fence must be placed as close to the seven (7) foot distance restriction as possible.
- Boundary fences should show the property bounds as accurately as possible. When fences are not placed on the property line, the applicant/homeowner is responsible for maintenance of that portion of the yard extending beyond the fence to the property line.
- Fencing which is finished on one side only, must be constructed with the finished side facing out. Gates should match fencing in design, material, height, and finish.
- The bottom of the fence should be no more than twelve (12) inches above grade at any point depending on fence type.
- Fence posts shall be bare or capped with a simple cap. No lights or other decorative caps are permitted.

#### Fencing Construction Requirements

- **Materials** – Fences shall be constructed using wood, vinyl, or painted aluminum. No iron, chain link, wire mesh, or barbed wire fences shall be constructed.
- **Style** – Approved styles are limited to common picket styles, estates fences (2-4 rail), dog ear picket, gothic picket, angled picket, common picket, solid board dog ear, solid board gothic, solid board picket, stockade, shadowbox, framed, arched, and scalloped.
- **Color** – Fences made from aluminum or vinyl shall be colored either almond or white. Fences constructed from wood shall remain the natural wood color or may be stained. No fence shall be painted. Wood stains must match approved colors and shades.

#### **3.7.4 Driveways**

- Carports, whether temporary or permanent, are not permitted.
- Materials
  - Driveways must be constructed from concrete or asphalt.
  - Concrete driveways may be stamped or coated. Pigmented or dyed concrete driveways must be earth tones approved by the ARC.
  - Driveway pavers are not allowed. Brick pavers may be used as accent stones only.
- Applications are not required for repairing already approved driveways or parking pads with the original construction material and no change in size, shape, or grade.
- Side driveways are permitted, as long as they are not visible from the street or infringing on neighboring property and abide by County approved setbacks.
- Private driveways must be keep in good condition, appearance and repair by homeowners. Sealing must be conducted as needed and potholes and excessive cracks must be repaired in a timely manner.

#### **3.7.5 Walkways**

- Private sidewalks must be keep in good condition, appearance and repair by homeowners.
- Problems with Public sidewalks (i.e. crumbling/heaving) are the responsibility of the Virginia Department of Transportation and should be addressed through that agency.
- Materials
  - Sidewalks must be made from concrete or other pavers/stone materials.
  - Asphalt sidewalks are not permitted.
- Sidewalks shall not be wider than 5 feet.

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**3.7.6 Pools**

- All pools must be in the rear of the lot.
- No pool shall be installed or constructed if the homeowner does not have a privacy fence.
- Above ground pools are not permitted.
- Application must include information concerning water supply system, drainage system, and water disposal systems.

**3.7.7 Curb Numbering**

- Curbs may be painted to identify individual house numbers.
- House numbers shall be painted black against a white background. All other colors are prohibited.

**3.7.8 Parking and Vehicles**

- All vehicles must be parked in driveways, designated parking areas or legally on the street. Parking is not permitted on non-paved areas (owner lot or Common Area) except back yard if not visible from the street.
- Major repairs to vehicles are not permitted on any Common Area, or public/private street within the Arrowood community.
- Minor repairs/renovations may be made to vehicles in private driveways. Major repairs/renovations must be limited to one week or remain enclosed within a garage.
  - The following vehicles may not be parked in private driveways or parking lots:
    - Excessively large vehicles (i.e. campers, farm equipment, class 5 truck or higher, construction equipment or boats), or vehicles with more than 2 axles, including, but not limited to, moving vans, box trucks, trailers, tractors, tractor-trailers, RV's, plows, or buses.
    - Unregistered/unlicensed vehicles.
    - Junk, inoperable/disabled, or hazardous vehicles (i.e. excessively leaking gasoline/antifreeze).
- One commercial vehicle may be parked in private driveways or parking lots, but may not exceed the vehicle size and type limitations noted above. Care shall be taken to limit the impact of the parking of the commercial vehicle on the visual appearance of the lot.
- Parked vehicles shall not impede the use of the sidewalk.

**3.8 Exterior Standards****3.8A. Permanent**

An attached appendix provides preapproved samples that are allowed for specific structural/exterior appearance changes.

The following standards shall be adhered to when changing exterior appearance of the home and other exterior changes:

**3.8A.1 Roofs**

- Roofs must be structurally sound. Any buckling of roofs must be professional inspected for possible damage or defect and proof of inspection forwarded to the ARC.
- If approximately 25% of the roof surface has missing shingles, or other damage, the roof must be replaced in its entirety. If there is less than 25% of missing shingles or damage, the homeowner may repair just those missing/damaged areas to match existing color and style of the roof.
- Ridge vents and attic fans are allowed, however, the color must match the existing color of the roof.
- Attic fans must be installed at the back of the house. No turbine type vents are allowed.

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- Material
  - All shingles must be made from asphalt.
  - All shingles must be in a “standard raised” or “tapered” architectural style.
  - Shake roofs, rolled goods, Terra Cotta or clay tiles, or slate/slate-like materials may not be used for roofing.
  - Metal roofing is not allowed except at bay windows. Bay roof must be copper or pre-painted metal (color must be approved by ARC).
- Color
  - The color of each roof shall conform to those provided in the sample GAF color sheet.
  - Roof color must only come from the approved list of black, grey, or brown. Other colors may be approved on a case by case basis.

### 3.8A.2 Siding

- Siding and trim must be in good condition, uniform on all sides, and meet the proscribed color requirements.
- If approximately 25% of the siding surface is damaged, the siding must be replaced in its entirety. If less than 25% of the siding is damaged, the homeowner may repair just those damaged areas. Any repairs must match the color and style of the existing siding.
- Siding must be the typical size. Siding that is slightly larger than the typical size may be approved. –
- Material
  - Siding must be made of either vinyl, aluminum, or cement board. Wood siding is prohibited.
- Style
  - Horizontal siding may be traditional/clapboard, Dutch-lap siding, beaded siding, or beveled siding. Other horizontal styles may be approved as well.
  - Vertical siding is not permitted.
  - Smooth, woodgrain, and textured finishes are all permitted. Other finish types may be approved.
- Color
  - Siding color must be from the approved color pallet.
  - All siding must be a single color/style and the color must be uniform throughout the entirety of all faces of the house.
- Other
  - Bricks may only be used to replace existing brick homes. The color and style of the brick must match the existing color and style. Painting of bricks is not permitted.
  - Stone is allowed only as partial architectural feature upon approval from the ARC.
  - Painting of foundation walls is permitted, as long as the color matches the existing house colors. Brick facer is permitted for foundation walls as well.
  - Stone along foundation walls is only permitted upon ARC approval.

### 3.8A.3 Trim and Other Exterior Components

- Trim color must match the color of the siding. Trim color may only contrast the color of the siding upon ARC approval.
- Keystones and Dentil moldings are allowed. Quoins, windowsill boxes and shutter brackets are not permitted.
- Shutters are required for all front windows, with the exception of bay windows. Shutters in a raised panel or louvered style are permitted. Other styles are permitted only after ARC approval. Shutter must match the color of the front door.
- Pediments may be in a sunburst, triangle, or half-circle style. Other styles required ARC approval.

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- Louvers may be triangular, rectangular, or port styles and must match existing louver style. Louvers must match the siding or trim color. Louvers may be made out of any material.

#### **3.8A.4 Front Stoops and Porches**

- All front stoops/porches must match the architectural style of the house.
- The stoop/porch must be made from concrete, brick or stone. Astroturf, carpet, or other tiling is not permitted.

#### **3.8A.5 Covered Porches and stoops**

- All newly constructed covered porches and stoops require an ARC application.
- All covered porches and stoops must match the architectural style of the house.
- If the porch or stoop is painted, the color must match the color of the house. Stain color shades shall come from the approved stain chart.
- Porches and stoops must match the materials and color of the house, including trim.
- Porches and/or stoops may be constructed at all sides of the house. Only rear and side porches may be screened. No front porches or stoops may have screens.
- The color and material of the porch/stoop roof must match the color and material of the house roof.
- All columns must be a colonial style and must be finished. Columns shall be made of wood, vinyl, aluminum, siding, or brick.

#### **3.8A.6 Chimneys**

- Houses are permitted to have only one chimney.
- Chimneys must match existing architectural style of the house and shall be made from the same material as the house.
- Chimneys must have an exterior finish that matches the finish of the house.
- Additional hot stacks must be placed in the rear of the house and must be approved by the ARC.

#### **3.8A.7 Garage Doors**

- Color – All garage doors must be white, off-white, or almond. Other neutral light solid colors may be allowed upon ARC approval. Dark colored garage doors are prohibited.
- Finish – Garage doors must only have a painted finish. Natural wood grain, multi-colored/graining or panel shape/grid finishes are prohibited.
- Style – Traditional styled garage doors are permitted. Carriage-style garage doors may be permitted upon ARC approval. All other garage door styles are prohibited.
- Windows – If the garage door glass is clear, mullions are required to match those of the house. Frosted glass is permitted and does not required mullions. Mirrors, tinted glass, and other stained glass is prohibited.
  - Only the top panel of the door may contain glass panels.
  - Windows must be either square or crested/arched. Clustered square shapes or crested/arched shapes are permitted. Long rectangles are not permitted.
- Hardware – Any hardware attached to the garage door must be black, white, brass, or dark metal. Chrome and silver colored hardware is prohibited. Handles may be either horizontal or vertical. Hinges are permitted.
- Trim – The trim color must match the color of the house. The weather seal must match the trim color. Square trim, or a thin trim around the door is permitted, but must match the color of the house. Arched trim around the doors is prohibited.

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### 3.8A.8 Doors

- Front Doors
  - Front doors must be colored in accordance with the approved color pallet. The color of the front door and shutters must match.
  - Front doors may be flush or paneled.
  - Front doors must be painted. Stained wood is not permitted.
  - Up to 50% of the door surface area may be glass. Frosted, stained glass, and glass are all permitted.
  - Top and side lites must match the door style. These lites may be added to any existing home that does not currently have them installed.
  - Screen doors are permitted, but must be white, match the trim color, or match the door color.
  - Pet doors may not be installed at front doors.
- Side Doors
  - Side doors may be permitted only upon approval from the ARC.
  - Side door must be plain and must match the siding color.
  - A glazing/frosted window style may be allowed to match the front door.

### 3.8A.9 Access Ramps

- All newly constructed access ramps required ARC approval
- Access ramps must match the architectural style of the house.
- All ramps shall be made from stone, concrete, pressure treated wood, or hardwood. If stained, color to be chosen from approved color palettes. Metal or commercial style ramps are not permitted.
- Access ramps must be kept in good condition, appearance and repair by homeowners.

### 3.8A.10 Skylights

- Skylights, solar tubes, or other exterior roof penetrations intended to allow light to enter the interior are allowed in the rear of the house only.

### 3.8A.11 Windows

- All windows at the front and side of the house shall have mullions. Each window shall have at least one (1) vertical mullion and one (1) horizontal mullion. Rear windows may have mullions, but are not required. Mullion style shall remain consistent between all windows as appropriate.
- Double-hung and Bay windows are permitted.
- Horizontal sliding windows are prohibited.
- Picture windows and Circular Port windows are permitted with ARC approval if mullions are also installed.
- Window trim (if applicable) must match the trim of the house.
- Exterior screens must be in good condition and properly maintained.
- Window treatments visible from the outside must be maintained in good repair and of industry acceptable materials (no sheets, foil, newspaper, etc).

### 3.8A.12 Balconies

- Balconies and Juliet balconies (faux balconies which do not protrude from the structure) are permitted only in the rear of the house.

## 3.8B. Temporary

### 3.8B.1 Air Conditioners

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- Window air conditioning units are discouraged and must be approved.
- Replacement central air condenser units shall be placed at (or near) existing unit location. Additional central air condenser units shall be placed adjacent to existing.

### **3.8B.2 Generators**

- Full-house exterior generator boxes must be inconspicuous and located on the side or rear of the house.
- Temporary generators are only permitted in the rear of the house and must not be in use for more than two (2) days without written approval from the HOA except in the case of emergency due to power outage.

### **3.8B.3 Holiday Decorations**

- Temporary holiday decorations (including, but not limited to, decorative flags, banners, and lights) may be installed without approval, but not sooner than 30 days prior to, and no later than 14 days after, the commemorated holiday.
- Other decorations shall not be placed on or at the front or side of the house.

### **3.8B.4 House Numbers**

- For convenience and safety, homes must be well-marked and present a neat appearance.
- All house numbers must be visible from the street and properly maintained.
- House numbers are to be black, bronze, gold, or white only. All other colors are prohibited.
- House numbers must be made from wood or metal. All other materials are prohibited.
- House numbers shall not exceed 6 inches in height.
- Light-up or other florescent numbers are prohibited.
- House numbers installed at mailboxes shall follow requirements of this section also.

### **3.8B.5 Lighting**

- Wall Mounted Lighting
  - Any style of wall mounted lighting is permitted; however, the styles must match between the door/porch, garage, and any pole lights.
  - Any traditional colors are permitted for wall mounted lighting. All others need ARC approval.
  - No more than four (4) wall mounted lights are permitted per house.
  - Bug lights, colored lights, and other flame lights are not permitted.
  - Other wall mounted lights may be permitted during holiday seasons upon ARC approval, but may not be kept up for greater than one (1) month.
  - All mounted and pole lights must match color temperature/hue. (for example, one light cannot be a yellow/red hue, like soft white, while another is a blue hue, like daylight)
- Pole Lighting
  - No pole lighting shall exceed eight feet (8') in height.
  - Only single fixture pole lights are permitted. Multiple fixtures (i.e. park style lights) are prohibited.
  - Color and style of pole light shall match house lights.
- Spotlights/Solar lights/walkways lights
  - Spot lights shall not be permitted at the front of the house unless such spot light is up lighting trees or the house. Spot lights shall face towards the house.
  - Exposed rope lights shall not be permitted at the front of the house, except as part of temporary holiday lights (see **Holiday Decorations**).
  - No lights shall be directed outside of a property.



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### 3.8B.6 Satellites/Antennas

- No antenna shall be installed on any Common Area of the community, except as otherwise permitted by applicable Federal Law.
- Arrowood HOA and Homeowners shall comply with the Federal Telecommunications Act of 1996 (Section 207, Over-the-Air Reception Devices “OTARD” rule). As such, prior approval of the ACC is NOT required for the installation of a satellite dish or antenna as long as the device meets the published guidelines. However, homeowners must notify the HOA within seven (7) days of installation so the HOA may consult with the homeowner with selecting the installation location in a manner that both assures the homeowner of acceptable quality signal and the community with placement in the most unobtrusive location possible.
- Placement. Equipment shall be placed using a Rear Roof Mount and the height of the antenna/satellite shall be below roof peak so long as doing so does not cause an unacceptable quality signal, void the warranty, or appreciably increase the cost of installation. Equipment may be painted so long as doing so does not cause an unacceptable quality signal, void the warranty, or appreciably increase the cost of installation. All wiring (masts, cables, supports, conduits, wires, fasteners, or other necessary accessory) must be fastened securely, neatly, and in a manner that provides maximum concealment (i.e. running along existing seams, edges, rooflines, downspouts, etc.).
- Homeowners and tenants may install a dish antenna that is one meter (39.93 inches) or less in diameter, a regular TV antenna designed to receive local broadcast stations that is one meter or less in diagonal measurement, and/or a Multichannel Multipoint Distribution Service (MMDS) antenna that is one meter or less in diagonal or diameter measurement, on the rear rooftop only. Any type of antenna not specifically protected by the FCC Rule is prohibited. Any type of antenna that transmits a signal of any sort or disrupts the reception of neighbors’ reception devices is prohibited.
- Satellite dishes and antennas are not permitted on decks or fences.
- For homes with more than two (2) satellite dishes, the HOA may require periodic documentation that ALL dishes are currently in use (i.e. provide copies of the bills verifying active contract for each dish). Any dishes that are not in use must have all wiring and hardware (except the base-plate/fasteners) removed. The base-plate/fasteners may remain so as not to create a leaking roof (until such time as the roof is replaced). This is to prevent the proliferation of unused dishes. The HOA understands many homes have two (2) dishes to provide both domestic and international service.

### 3.8B.7 Sheds

- ARC application is not required for sheds that are not visible from the street.
- If a shed is not visible from the street, there are no dimension requirements, however please check County requirements before installing.
- If a shed is visible from the street, such shed must not exceed 10-feet in height or 144 total square feet.
- Sheds may be constructed in the backyard only. Sheds may be constructed anywhere in the back yard (but must follow County requirements).
- The shed and its roof must be structurally sound and present a well-kept appearance. Any parts showing visible signs of failure such as rust, loose/rotting/damaged/missing boards/wood or pieces, or damaged/loose/missing shingles or panels must be repaired.

### 3.8B.8 Solar Panels

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- Application Requirements:
  - Identify the photovoltaic panel manufacturer and model number, preferably by submission of a specification sheet.
  - Include photographs or drawings showing the specific proposed panel layouts and the location of any inverter hardware, or other system infrastructure, which is located on the exterior of the home.
- Restrictions:
  - Solar panel installation shall be roof-mounted, ground mounted solar panels are not permitted without express, prior written permission from the ARC.
  - Panels must not be on Association property.
  - Roof-mounted panel design must conform to existing roofline geometry and stay within the surface of the roof exposure on which they are installed.
  - Any exposed electrical conduit must be colored to match the roof or the surface on which it is mounted (i.e. siding, trim). All piping, wires and control devices must be concealed to the extent possible.
  - Solar panels shall have a low profile and shall be mounted flat on the rear slope of the roof, parallel with the roof ridge and edges. Waivers may only be granted to those houses that do not have a view of the South or Southwest from the rear of the house. Each panel's dimensions shall not exceed 70"x40"x3" and must be seated in a metal frame. The total height from the roof top to the top of the reflector shall not exceed 6".
  - The size and number of collectors shall be in proportion to the area where they are to be installed, but must not cover more than 30% of the total roof's surface area.
  - Framing must be painted a dark color or to match the roof color.
  - Must install an inverter certified by NOVEC.

### 3.9 Landscaping Standards

There is no requirement for the homeowner to submit an application to the ARC for review and approval for landscaping anywhere on the homeowners' property, except where the landscaping violates these guidelines or the protective covenants. The ARC urges each homeowner to develop a personal, comprehensive landscaping plan for their property. However, if landscaping results in a nuisance or perpetuates an appearance that is not orderly and neat, it is not permissible.

When making landscaping changes, if there is any doubt about what is acceptable and what is protected, the homeowner is strongly encouraged to submit an ARC application for review, direction, recommendations, and clarifications regarding the protective covenants. Landscaping deemed by the ARC as impermissible to the guidelines or protective covenants shall be considered in violation.

**Lawns and landscaping shall present a neat, clean, well-maintained and organized/planned appearance.**

The following guidelines shall be followed:

#### **3.9.1 Trees**

- Bamboo trees or other trees that are considered invasive or produce invasive vines shall not be allowed. All trees listed on the "No Plant List" shall not be planted. (See [www.arrowoodHOA.org](http://www.arrowoodHOA.org) for a list of native and unapproved trees.)
- All dead/dying trees must be removed, including stumps. Holes left from stump removal shall be filled to be level with yard. Tree removal does not require ARC approval.
- Canopy trees shall be spaced 30 feet apart, measured from the center of each tree, or more as recommended for a specific tree type.

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- All trees must be trimmed and maintained so as to provide a clean and well-maintained appearance. No tree shall impede any path, sidewalk, driveway, or road.
- Size – Old trees are excluded from size requirements. All new trees planted in the front lawn shall be no greater than 20 feet above the house ridge line. There are no size requirements for new trees planted in the side or back yards.

### **3.9.2 Shrubs**

- No bamboo or other shrubbery that are considered invasive or produces invasive vines shall be allowed. All shrubbery and plants listed on the “No Plant List” shall not be allowed. (See [www.arrowoodHOA.org](http://www.arrowoodHOA.org) for a list of native and unapproved trees.)
- All dead/dying shrubbery must be removed, including any stumps. Holes left from stump removal shall be filled to be level with yard. Shrubby and plant removal do not require ARC approval.
- All shrubbery and plants must be trimmed and well-maintained.
- Shrubby and other plants shall not impede site lines to roads or impede paths, sidewalks, roads or driveways.

### **3.9.3 Grass**

- Open lawns areas shall not be replaced with stone gravel or other types of artificial ground coverings. Total non-grass landscaping areas shall not exceed thirty percent (30%) of the total front or side lawn area.
- Grass must be trimmed and well-maintained and shall not exceed 6 inches in length.
- Grass must be properly edged and shall not impede on sidewalks, driveways, or other walkways.
- Any patches or dead areas of grass shall be properly maintained.
- All weeds must be controlled and kept to minimum. Lawns containing too much weed overgrowth shall be weeded and properly maintained so as to reduce the unsightliness of weed overgrowth.
- Artificial turf shall not be installed.
- Each homeowner is responsible for erosions and sediment controls, as well as proper stormwater management for his or her lawn.

### **3.9.4 Irrigation Sprinklers**

- ARC approval not required. Homeowners should avoid any water emitted from the sprinkler from entering streets or adjacent properties.

### **3.9.5 Bedding**

- Bedding includes all mulch, stone, grass, gravel, etc. used in landscaping projects.
- Bedding is required for landscaping projects. Bare dirt is not allowed.
- All mulch bedding that is red, black, brown, or tan is pre-approved and does not require ARC approval. All other mulch colors require ARC approval.
- All stone/gravel bedding that is earth-toned is pre-approved and does not require ARC approval. All other stone/gravel colors require ARC approval.

### **3.9.6 Edging**

- Landscape edging and borders must be made of materials designed and/or suited for that purpose: natural stones, brick, pavers/concrete edging specifically made of that purpose, other solid or architectural painted material (those commonly available at home improvement stores), properly treated posts/timber, and vinyl.
- Border fencing and Chicken wire are not allowed.

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- Landscaping edging and borders must be consistent throughout or present a purposeful design. The edging/border style must match the architectural style of the home.
- No edging/border material shall be greater than 8 inches in height.
- All edging/border material must be colored according to the pre-approved color palette.

### **3.9.7 Retaining Walls**

- All retaining walls shall be made from stone, brick, architectural concrete, wood landscape timbers, or stacked stone. Railroad ties, cinder blocks, or bare/painted concrete shall not be allowed.
- All homeowners must maintain the retaining walls and must properly repair/replace any damaged areas.
- Retaining walls must contain a plumb or step back surface. Leaning or loose pieces must be properly replaced or repaired.
- All retaining walls must match approved house colors and must be a natural color.
- There are no height limitations to retaining walls, but they must follow County requirements.

### **3.9.8 Lawn Ornaments**

- Lawn ornaments greater than two (2) feet in height shall not be allowed. A garden banner or flag that does not exceed 2 square feet is also acceptable.

### **3.9.9 Bird Baths/Houses**

- shall not be allowed in the front or side yard.

### **3.9.10 Lighting**

- Please refer to the section 3.3 Exterior Standards, B. Temporary

### **3.9.11 Fountains/Ponds/Pool**

- are not permitted in the front or side yard.

### **3.9.12 Pots**

- containing plants are acceptable on the front or side of the house.

### **3.9.13 Signs**

- Other than real estate signs and temporary political signs, signs are not permitted.
- Notwithstanding the above provision, one (1) 2'x3' political sign will be allowed per lot within one month of any election and shall be removed within 14 days after the election. *All other requests for signage must be submitted for pre-approval by the ARC.*

## **3.10 Miscellaneous Standards**

### **3.10.1 Beehives**

- Beehives shall not be allowed.

### **3.10.2 Clotheslines**

- The use of exterior clotheslines is prohibited.

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**3.10.3 Compost Piles**

- No compost piles shall be allowed. The use of a contained box designed and manufactured for organic compost containment may be used in the backyard, out of sight from the street.

**3.10.4 Dog Houses**

- Dog houses should be compatible with the applicant's house in color and material and should be located where they will not be visually obtrusive.
- Dog houses must be in the rear of the house and not visible from the normal street view.
- Fenced dog runs and overhead cable runs are prohibited.

**3.10.5 Flags/Flagpoles**

- Displays of American Flags shall be in accordance with the United States Flag Code (Title 4, United States Code).
- One flag pole may be permitted per property, in the front yard, within the limits of the house line. Flag poles must be installed within 15 feet of the house.
- Flag poles may not exceed 20-feet in height.
- Flag poles require proper lighting. Please refer to the "Lighting" requirements enumerated in these Guidelines.
- A maximum of 2 flags shall be permitted at the front and/or side yard (including on a flag pole).

**3.10.6 Garbage/Recycling Cans**

- Homeowner is responsible for the proper quality and type of trash, yard waste, and recycling containers. These containers may not be placed at the front of the house.
- Containers must be kept no less than 5 feet from the front face of the house (or otherwise concealed) and must not be visible from the street (except on designated pickup days) when looking straight on at the house.

**3.10.7 Hose Boxes**

- Hose boxes must be architecturally sound and must be properly maintained and kept in good condition and repair.
- Any rigid hose must be kept in a hose box or otherwise in a concealed container.
- Flex hoses must also be properly concealed.

**3.10.8 Livestock**

- No home or exterior or any lot shall contain livestock or participate in the raising of livestock.

**3.10.9 Mailboxes**

- Mailboxes may be constructed of any material or style.
- Mailboxes must not overhang into the street or impede sidewalk and may not be closer than 1-foot off the property line.
- Mailboxes must be properly maintained and kept in good condition and repair, and meet all US Postal regulations.

**3.10.10 Pest Control/Trapping**

- Pest control and trapping is allowed on a temporary basis and must conform to County/State requirements and industry standards.

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**3.10.11 Washer/Dryer**

- Exterior washers/dryers shall not be allowed.

**3.11 Recreation and Play Equipment**

The following guidelines govern the use, construction, and visual impact of recreational and play equipment:

**3.11.1 Fire Pits/ Stoves**

- Fire pits and other outdoor stoves are allowed but must be located in the rear of the lot.

**3.11.2 Hot Tubs**

- All hot tubs must be in the rear of the house.

**3.11.3 Outdoor Furniture**

- All outdoor furniture at the front or side of the house must be contained on the porch. Furniture is not allowed in lawns or landscaped areas.
- Outdoor furniture shall not be in the front yard. Furniture is restricted to the back and side yards.
- All outdoor furniture must be of decorative wood, metal, or plastic. Lawn chairs are not permitted.
- Porch swings are allowed on the porch, but must be made from wood, metal, or plastic/composite.
- Exterior fans are allowed, but must be properly maintained by homeowner.

**3.11.4 Playsets/Treehouses/Forts**

- are only allowed in the rear of the property

**3.11.5 Sports Equipment**

- Basketball Hoops:
  - All basketball hoops, both permanent and portable, must be in the driveway or backyard.
  - Shall not be attached to the house or garage.
  - Shall not be permitted on any street other than the homeowner's driveway.
  - All portable basketball hoops shall not be left in the front or side yard when not in use.
- Other Sports Goals
  - Only temporary sports goals are allowed. Sports goals shall not be left in the side or front yard/driveway when not in use.

**3.11.6 Trampolines**

- are only allowed in the rear of the property

**3.11.7 Tree Swings**

- Tree swings must be located in the side or rear yard, except for temporary toddler swings.

# APPENDICES



# Approved Exterior Paint Colors As of June 8, 2016

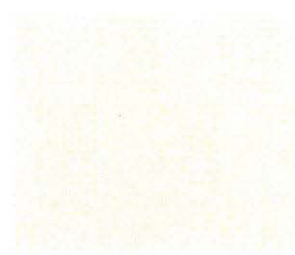
## McCormick Paints – Colonial Color Palette

### EXTERIOR TRIM APPROVED COLORS

| <u>Color Code</u> | <u>Color Name</u> | <u>Brand/Manufacturer</u>          |
|-------------------|-------------------|------------------------------------|
| 100               | Super White       | McCormick – Colonial Color Palette |
| 118               | Colonial White    | McCormick – Colonial Color Palette |
| 101               | Amber White       | McCormick – Colonial Color Palette |
| 108               | Wheat             | McCormick – Colonial Color Palette |
| 119               | Newport           | McCormick – Colonial Color Palette |
|                   | Storm             | Odyssey Plus Alside                |

### EXTERIOR SHUTTERS & DOORS APPROVED COLORS

| <u>Color Code</u> | <u>Color Name</u>  |
|-------------------|--------------------|
| 446               | Antietam           |
| 444               | Bull Run           |
| 120               | Kingston Clay      |
| 235               | Potomac            |
| 216               | Hearthstone        |
| 215               | Cobblestone Grey   |
| 441               | Harpers Ferry      |
| 225               | Old Colonial Red   |
| 220               | Georgetown Green   |
| 200               | Black              |
| 227               | Williamsburg       |
| 444               | Carolina Slate     |
| 443               | Mt. Vernon Grey    |
| 106               | Incense            |
| 113               | Brush Grey         |
| 102               | Kensington         |
| 115               | Sage Green         |
| 109               | New Market         |
| 121               | Wye Oak            |
| 217               | Farmhouse Red      |
| 223               | Old Carriage Brown |
| 224               | Deep Forest Brown  |

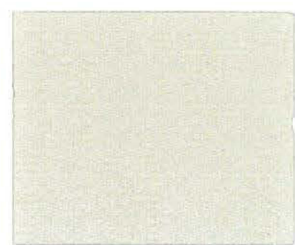
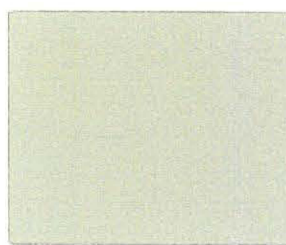


Colonial White 118

Antietam 446

Amber White 101

Wheat 108

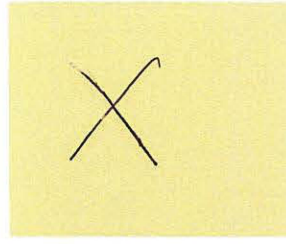
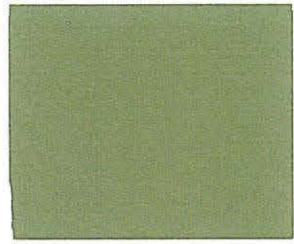
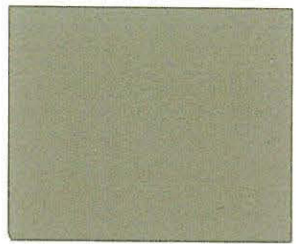


Mt Vernon Grey 443

Incense 106

Brush Grey 113

Kingston Clay 120

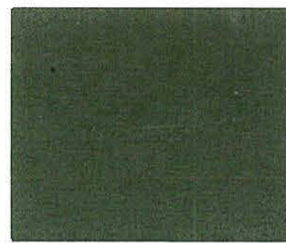


Kensington 102

Sage Green 115

Jefferson 105

Cobblestone Grey 215



Hearthstone 216

Potomac 235

New Market 109

Wye Oak 121



Farmhouse Red 217

Williamsburg 227

Harpers Ferry 441

Old Carriage Brown 223



Old Colonial Red 225

Black 200

Georgetown Green 220

Deep Forest Brown 224

*shutters + doors only*



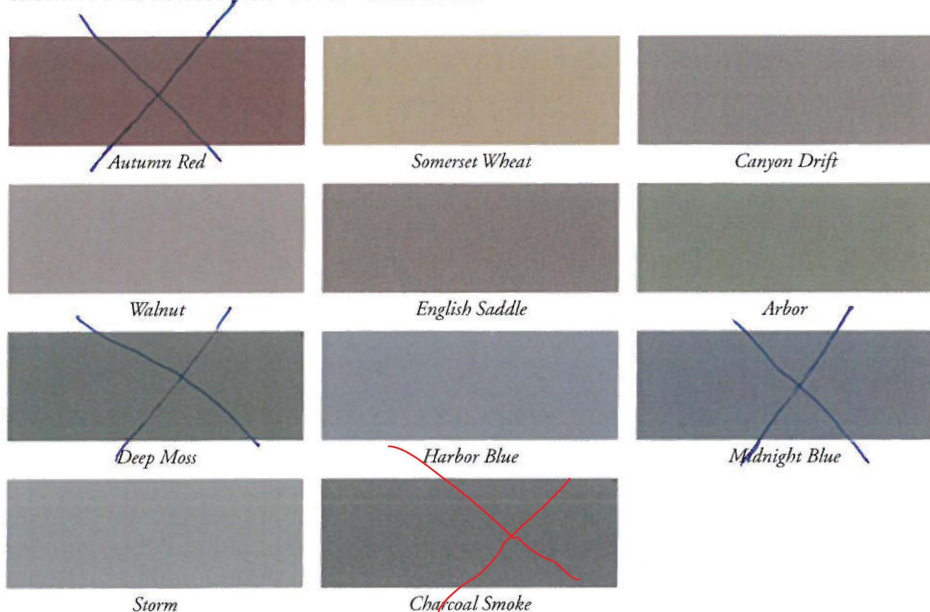
# Alside® Premium Vinyl Siding Color Collection

*Choose from our extensive palette of rich, beautiful colors, from traditional to trend-setting.*

*Alside gives you a rich palette of exterior design options starting with 14 elegant contemporary colors.*



*Or for exceptional distinction, choose ultra premium colors from our exclusive Architectural Color Collection.*



*Alside Premium Vinyl Siding offers all the choices needed to give your home the exact look you want. Start with classic panel profiles and end with color-matched trim and accents. With Alside, all decisions lead to beautiful results.*

*Two tips that make color selection easy.* If you like your home's existing color scheme, there's really no decision to make. But if you're looking for a change, use the following two suggestions to guide your planning:

*First use the color of your roof shingles as a starting point.* For the most pleasing appearance, colors for shingles and siding should complement each other.

*Secondly, decide if you want a little or a lot of contrast between siding and trim.* As a general rule, less contrast unifies a home's architectural elements, while greater contrast emphasizes individual elements.

*Your Style On Display.  
The Alside Design Showcase.*



*Want a great way to view Alside siding, accent and trim color combinations? Alside's Design Showcase is an interactive color visualization tool that makes choosing siding, accent and trim colors easy, effective and exciting . . . all with just a click of the mouse. Visit [www.alside.com](http://www.alside.com) to get started.*

[www.alside.com/designshowcase](http://www.alside.com/designshowcase)

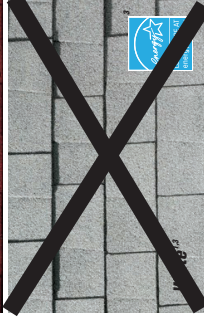
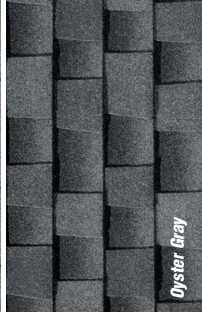
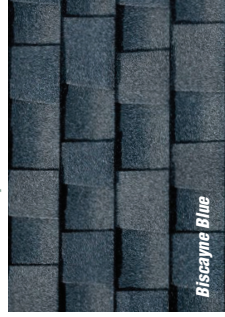
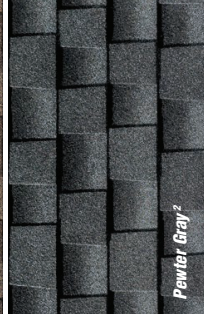
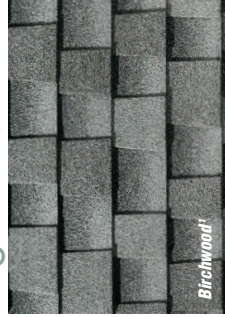
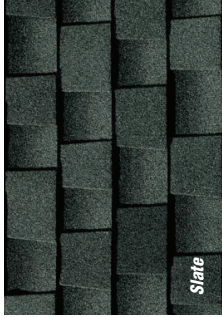
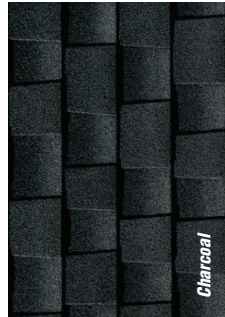
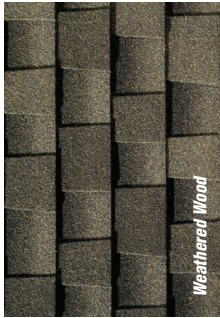
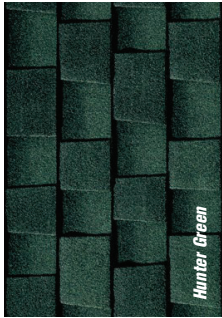
**Alside®**

\* Soffit use only / aerated panels only.

Note: Colors are as accurate as printing techniques allow. Make final color selections using actual product samples. All colors may not be available in all markets.



# Color Availability



# Arrowood HOA Architectural Review Committee Application

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To: Architectural Review Committee  
Arrowood Homeowners Association  
c/o Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, Virginia 20151

Fax Number: 703.968.0936  
Phone: 703.803.9641  
Email: [kbeavers@sequoiamgmt.com](mailto:kbeavers@sequoiamgmt.com)

Name of Applicant or Responsible Party: \_\_\_\_\_  
\_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Change(s) to be completed by: Licensed Professional \_\_\_\_\_ Homeowner \_\_\_\_\_

Are Prince William County Permits Required? YES NO (Circle one)

Desired Start Date: \_\_\_\_\_ Estimated time to complete: \_\_\_\_\_

## **Directions:**

In order to be considered by the Architectural Review Committee your application must include the following:

- ☐ Plat Plan (survey) of your lot, with location of proposed modification marked
- ☐ Sketches, photographs, catalog illustrations
- ☐ Dimensions and materials for the proposed
- ☐ Colors of proposed improvement
- ☐ Signatures from all adjacent neighbors

Please refer to your Arrowood Homeowners Association, Inc. Homeowner Design Guidelines for instructions on General Considerations, Specific Guidelines and Submission Requirements.

An application submitted without all required submissions will be considered incomplete. In such cases, the Architectural Review Committee's thirty (30) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Association's Community Manager prior to submission of an application.

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Description of Proposed Change: Please print or type (Include Colors, Style, Location, Size, Materials to be used, etc.) Attach additional sheets as necessary.

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Signatures of adjacent property owners most affected by the change:

Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Name: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date)

Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Name: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date)

**NOTE:** The signature of adjacent property owners indicates only an awareness of the applicant's intent and do NOT constitute approval or disapproval.

**To The Applicant:**

1. You understand and accept that compliance with the Guidelines, Protective Covenants and approval by the Arrowood Architectural Review Board do not necessarily constitute compliance with the provisions or building and zoning codes and laws of Prince William County (the building ordinance of Prince William County requires that you file plans with the building inspector at his office for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
2. You understand and agree that no exterior alteration shall commence until written approval of the Architectural Review Committee (ARC) has been returned to the applicant/homeowner. If unapproved alterations are made prior to receipt of the approved ARC Application, or in addition to those outlined in the application description, the homeowner may be required to return the property to its former condition at the sole expense of the homeowner. The homeowner may also be required to pay all legal expenses incurred.
3. You understand that the members of the ARC are permitted to enter upon the homeowner's property at any reasonable, pre-arraigned time for the purpose of inspecting the proposed project site(s), while the project is in progress, and upon completion of the project, as necessary. Such entry does not constitute trespass.
4. You understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.

## Arrowood HOA Architectural Review Committee Application

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5. You understand that the alteration authority granted by this application may/will be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and completed by the date specified by the ARC.
6. If you disagree with this decision, an appeal procedure is provided by the ARC. A verbal request for an appeal must be made within forty eight (48) hours of receipt of the ARC's decision, followed by submitting a written request within five (5) business days. If you have any questions or concerns about this application, contact the ARC at the address/phone listed below.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Additional instructions for the Applicant/Homeowner:

1. Please consult and/or review the ARC Guidelines for specific details required for each proposed change.
2. Provide all required details on attached sheets (copy of plat, sketches, scale drawings, photos, catalog illustrations, architectural plans, sales pamphlets, etc.). Indicate on a plat the location of your proposed structure or change, if applicable.
3. For changes in paint color, attach a manufacturer's sample, indicating the manufacturer's name, and proposed vendor's name.
4. Indicate a desired start date and an estimated completion date, based on the date of the ARC's approval.