

OAK HILL
RESERVE



WELCOME PACKAGE

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Dear Oak Hill Reserve Homeowner,

Congratulations on the purchase of your new home and Welcome to Oak Hill Reserve! As your Managing Agent, we at Service First Management & Consulting, Inc., wish you well, and look forward to a successful and rewarding relationship with you and other members of your community.

Service First Management & Consulting, Inc., Agent for Oak Hill Reserve Homeowners Association, is responsible for the collection of assessments, developing financial statements and budgets and advising the Board of Directors in the financial and physical management of Association activities. We are pleased to serve in this capacity. The quality of life in your community depends entirely on the active participation of all members. The purpose of the Association, of which you automatically become a member, is to maintain the common elements, provide service to all residents and oversee Association operations. The Board of Directors is responsible for setting policy and overseeing the day-to-day operations of the Oak Hill Reserve Homeowners Association.

In accordance with association documents, all owners are required to pay an annual assessment. These assessments are used to provide the services outlined in the attachments and are currently paid in quarterly installments. However, you may pay assessments in advance, if you wish. Assessments are due on the first day of each month and are assessed from the date of settlement.

It is your responsibility to pay the monthly assessments. If you sell your home, or do not plan to reside there, please notify Management so the records may be adjusted properly.

Should you relocate but not sell your home, please notify us of your new address. In case of any change, whether selling or leasing, we urge you to inform us at the earliest possible date prior to the change, to avoid missing important Association information.

You were given a set of governing documents (Declaration of Covenants, Conditions and Restrictions, By-Laws, Articles of Incorporation and Design Guidelines) prior to settlement. We urge you to read and become familiar with these documents, as they will be adhered to strictly. These documents should be consulted before you begin any modifications to the exterior of your home. The Covenants Committee (CC), as outlined in the documents must approve changes. In essence, these documents are the constitution for your community.

Should you have any questions, comments, or suggestions regarding services of the Oak Hill Reserve Homeowners Association after reading the enclosures, please contact any representative of Service First Management & Consulting, Inc., at (703) 392-6006.

Sincerely,

SFMC

Attachments

OAK HILL RESERVE HOMEOWNERS ASSOCIATION, INC.

The assessment you pay to your Association provides services in the following areas:

Assessment Collection

Upon settlement on your home you are obligated to pay a monthly assessment, which represents your share of common expenses for the Oak Hill Reserve Homeowners Association, Inc. The assessment is due on the FIRST day of each month from the date of settlement.

The assessment should be prorated at settlement and collected as part of your settlement charges. The next month's fee may also be collected.

Communications

Periodic bulletins and/or newsletters from the Board will be forwarded to you to keep you informed of Association issues and activities. Should you be interested in working with a Committee, please call Service First Management & Consulting, Inc., at (703) 392-6006.

Emergency Calls

After hours emergency calls should be directed to (800) 309-4709 for a prompt response. This number is for after hours and weekends only in extreme emergencies for situations affecting COMMON AREAS ONLY. If the emergency affects only your home, i.e., no heat or a plumbing problem, you must arrange your own repairs.

Exterior Modification

The Declaration of Covenants, Conditions and Restrictions require any exterior change to a home in your community be approved by the Covenants Committee (CC) prior to start of such change. Examples of changes include, but are not limited to decks, fence extensions and enclosures, and extensive landscaping, painting and/or removal of existing structures.

Generally speaking, changes must be architecturally compatible with existing architecture of your community. Please read and become familiar with the Design Guidelines enclosed with this booklet, as these guidelines are very important. If you would like to submit an application to the CC, it is important that your application is complete to avoid disposition by the Covenants Committee. An application and instructions sheet is enclosed with this booklet, for your convenience. In most cases, the CC will seek concurrence of neighboring homeowners.

Grounds Maintenance

Full service grounds care will be provided on most common areas, and will generally include regular mowing, trimming, edging, insect control, mulching, fertilizing, seeding, and weeding common shrub beds, as needed.

In many areas of the community there are no common water hook-ups, therefore the Association encourages all residents to contribute to a healthy landscape by regularly watering common areas, as you water your own property. The cost of water will be minimal compared to either having a tank truck deliver water during the summer months, or replacing dead nursery stock. Your assistance is greatly appreciated.

Please be reminded your outside hose bibs must be winterized so you do not experience frozen or burst pipes. Information to accomplish this procedure should have been provided by your Builder.

Maintenance Reporting

Common element maintenance matters should be referred to Service First Management & Consulting, Inc., at (703) 392-6006. Should you have a problem with your plumbing, electrical or other matters, you must call a service person. Please refer to warranty information provided by the Builder.

Maintenance Responsibilities

Oak Hill Reserve Documents outline maintenance responsibilities of the Community Association and the individual lot owner. The homeowner is responsible for maintenance and repair of his home, including steps and sidewalks leading from the house to the common sidewalks.

Generally the association is responsible for maintenance and repair of common elements, including common grounds, common sidewalks, common fencing, parking lots and entrance signs, etc. Please review the legal documents to familiarize yourself with various maintenance items.

Moving-In

When moving into your new home, please exercise caution regarding the grounds. Moving trucks or other vehicles should not be driven onto common grounds. Park your vehicle as close to your home as possible without driving on the grounds. Cartons and other moving materials you wish to dispose of must be broken down flat and may be left for regular trash pick-up.

Parking

No commercial vehicles (vehicles on which commercial lettering or equipment is visible or which are larger than normally used for non-commercial purposes) or trailers, campers, recreational vehicles, boats or other large vehicles, including grounds maintenance equipment ATV's or dune buggies, may be parked or used on any portion of the Common Area.

Parking of all such vehicles and related equipment, other than on a temporary and non-recurring basis, shall be in garages or in areas designated by the Board of Directors, if any. The Board has no obligation to designate any such area or permit parking of such vehicles.

No junk or derelict vehicle or other vehicle on which current registration plates or decals and current county and state inspection permits are not displayed shall be kept upon any portion of the Common Area or Lot. Vehicle repairs and storage of vehicles are not permitted; provided, however, that washing of vehicles on Lots and non-commercial repair of vehicles is permitted as provided in the Rules and Regulations.

Pets

No animals, livestock or poultry of any kind shall be raised, bred or kept or maintained on any Lot; however, except that dogs and cats or other household pets may be kept provided that they are not raised, bred or kept for any commercial purpose. Pet owners will be responsible for cleaning up the waste created by their pets in the Common Area. Owners shall be permitted to walk their pets within the Common Area only on a leash.

Restrictive Covenants

Association Documents outline initial restrictions regarding homes in your community. They also give authority to the Board of Directors to establish, amend and enforce (within limitations) additional rules and regulations.

Trash Removal

Household trash must be bundled securely in plastic bags or containers and placed by the curb before 6:00 a.m., as collection will be made during the morning. Please do not use paper bags or leave loose trash in the common area. Leaf and grass clippings may be left at a maximum of four (4) bags per pick-up. Packing boxes may be left if broken down flat. AAA Recycling & Trash provides trash removal services and they can be reached at (703) 818-8222. Pick-up days are Tuesdays and Fridays for regular trash and Tuesday for recycling. AAA Recycling & Trash provides special pick-ups and lot owners should call and coordinate this service directly with them.

There will be trash service on holidays with the exception of Thanksgiving, Christmas and New Year's Day. There will be no make up day following the holiday.

Warranties

Information concerning appliance warranties and where to call for service may be found in the warranty package provided to you by the Builder. Questions regarding other warranties in your home should be directed, in writing, in accordance with instructions previously provided by the Builder.

OAK HILL RESERVE HOMEOWNERS ASSOCIATION

DESIGN GUIDELINES

Revised October 2005

OAK HILL RESERVE HOMEOWNERS ASSOCIATION

WRITTEN CONSENT IN LIEU OF MEETING OF THE BOARD OF DIRECTORS

This Written Consent in Lieu of Meeting ("Consent") for the Board of Directors of Oak Hill Reserve Homeowners Association ("Association"), a Virginia nonstock corporation, is made effective as of the date set forth below. The undersigned, being all of the Directors of the Board ("Directors") of the Association do hereby:

1. Waive all notice of meeting pursuant to §13.1-865 of the Code of Virginia (1950) as amended, and Article 4, Section 4.2 of the Bylaws of Oak Hill Reserve Homeowners Association ("Bylaws");
2. Authorize the conduct of the meeting by written consent pursuant to § 13.1-865 of the Code of Virginia and Article 4, Section 4.3 of the Bylaws; and
3. Consent to the actions of the Directors contained herein, pursuant to §13.1-865 of the Code of Virginia and Article 4, Section 4.3 of the Bylaws.

WHEREAS the Covenants Committee established by the Board of Directors has proposed amendments to the Design Guidelines for the purpose of regulating the external design, signage, appearance, use and upkeep of the lots and common areas located within Oak Hill Reserve; and,

WHEREAS the Board has determined that it is in the best interest of the Association and its members to adopt amendments to the Design Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the Board adopts the proposed Design Guidelines.

There being no further business to be taken by the undersigned Directors, the Directors make this Consent effective as of the date set forth below and shall deliver this Consent to the Association at its principal place of business and direct that it be filed in the appropriate records of the Association.

DIRECTORS:

Rosalie A. Brett
Rosalie A. Brett

Oct 18, 2005

Marc T. Chadwick
Marc T. Chadwick

Oct 18, 2005

Susan B. Kay
Susan B. Kay

Oct. 18, 2005

TABLE OF CONTENTS

I.	OBJECTIVES AND GENERAL INFORMATION	1
A.	OBJECTIVES OF OAK HILL RESERVE DESIGN GUIDELINES	1
B.	ASSOCIATION DOCUMENTS	1
C.	ROLE OF THE OAK HILL RESERVE HOMEOWNERS ASSOC. AND CC	2
D.	WHAT CHANGES MUST HAVE CC APPROVAL?	2
E.	CC REVIEW CRITERIA.....	3
1.	<i>Relation to the Oak Hill Reserve Open Space Concept</i>	3
2.	<i>Validity of Concept</i>	3
3.	<i>Design Compatibility</i>	3
4.	<i>Location and Impact of Neighbors</i>	3
5.	<i>Scale</i>	3
6.	<i>Color</i>	3
7.	<i>Materials</i>	3
8.	<i>Workmanship</i>	4
9.	<i>Timing</i>	4
F.	AMENDMENTS TO THE ARCHITECTURAL GUIDELINES.....	4
G.	APPLICATIONS	4
H.	SITE PLAN	4
I.	REVIEW PROCEDURE.....	5
J.	ENFORCEMENT PROCEDURES	5
K.	MAINTENANCE REQUIREMENTS.....	6
1.	<i>Dwellings and Structures</i>	6
2.	<i>Mowing</i>	7
3.	<i>Lawn and Garden Fertilization</i>	7
4.	<i>Trash Removal</i>	7
5.	<i>Erosion Control & Drainage Management</i>	7
6.	<i>Pesticides and Herbicides</i>	7
L.	VIRGINIA PROPERTY OWNERS ASSOCIATION ACT (VA POAA).....	7
M.	VDOT RIGHT-OF-WAY	8
II.	STANDARDS AND GUIDELINES	8
A.	MAJOR EXTERIOR CHANGES.....	8
B.	FENCES.....	9
1.	<i>General Guidelines</i>	10
2.	<i>Fence Types</i>	10
3.	<i>Materials</i>	10
4.	<i>Application</i>	11
C.	PATIOS, SCREENED PORCHES, GAZEBOS AND DECKS	11
1.	<i>Ground Level Decks and Patio</i>	12
2.	<i>Elevated Decks</i>	12
3.	<i>Application</i>	12
D.	SOLAR COLLECTORS	13
E.	STORAGE SHEDS.....	13
F.	GREENHOUSES	13
G.	SWIMMING POOLS.....	13
H.	PLAY EQUIPMENT	14
I.	BASKETBALL GOALS.....	14
J.	DRIVEWAYS.....	15
1.	<i>Air Conditioners - Exterior Unit</i>	15
2.	<i>Antennas & Satellite Dishes</i>	15
3.	<i>Attic Ventilators and Metal Flues</i>	15

4.	<i>Chimneys.....</i>	15
5.	<i>Clotheslines.....</i>	16
6.	<i>Compost Piles.....</i>	16
7.	<i>Dog Houses.....</i>	16
8.	<i>Exterior Decorative Objects.....</i>	16
9.	<i>Exterior Lighting and Electronic Insect Traps.....</i>	17
10.	<i>Exterior Painting.....</i>	17
11.	<i>Firewood.....</i>	18
12.	<i>Flagpoles.....</i>	18
13.	<i>Gutters and Downspouts.....</i>	18
14.	<i>Home Business.....</i>	18
15.	<i>Landscaping.....</i>	19
16.	<i>Vegetable Gardens.....</i>	19
17.	<i>Mailboxes.....</i>	19
18.	<i>Grills.....</i>	19
19.	<i>Real Estate Signs.....</i>	19
20.	<i>Pathways.....</i>	20
21.	<i>Storage of Boats, Trailer, Camper, Mobile Homes or Recreational Vehicles.....</i>	20
22.	<i>Storm Doors and Windows.....</i>	21
23.	<i>Sun Control Devices.....</i>	21
24.	<i>Trash Cans and Recycling Bins.....</i>	21
25.	<i>Tree Removal.....</i>	21
ARCHITECTURAL APPLICATION INSTRUCTIONS.....		22
	A HOUSE LOCATION SURVEY.....	22
	DETAILED DRAWINGS.....	22
	DIMENSIONS.....	22
	DESCRIPTION OF MATERIALS.....	22
	DESCRIPTION OF COLORS.....	22
	PHOTOGRAPHS.....	22
	DRAINAGE.....	22
	SIGNATURES OF PROPERTY OWNERS.....	22
APPLICATION FOR EXTERIOR MODIFICATION.....		23

I. OBJECTIVES AND GENERAL INFORMATION

A. OBJECTIVES OF OAK HILL RESERVE 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 Oak Hill Reserve's design environment. 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.**

The specific objectives of this booklet are:

1. To increase resident's awareness and understanding of the Association Documents.
2. To describe the committee 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 Oak Hill Reserve 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 of Oak Hill Reserve Homeowners Association, Inc., and actions of the Board of Directors.

B. ASSOCIATION DOCUMENTS

The basic authority for maintaining the quality of design in the Oak Hill Reserve 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 Oak Hill Reserve property owner should receive a copy of the Association Documents in accordance with the Virginia Property Owners association Act Chapter 26, Section 55-512. 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 Oak Hill Reserve Homeowners Association Inc., and the CC.

C. ROLE OF THE OAK HILL RESERVE HOMEOWNERS ASSOC. AND CC

The role of the Oak Hill Reserve Homeowners Association, of which every resident 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 insuring, 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.

They ensure that proposed exterior alterations comply with the objectives set forth in the Association Documents. This involves systematical review of all applications for exterior alterations submitted by residents.

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

D. WHAT CHANGES MUST HAVE CC APPROVAL?

Article 9, Section 9.3 (a) of the Declaration explicitly states 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 CC. 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 CC."

This paragraph explicitly states that any change permanent or temporary to the exterior appearance of one's property must be approved by the CC. 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.

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. 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 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 Oak Hill Reserve 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 also adversely affect Oak Hill Reserve' open space.
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. Parts of the addition that are similar to the existing house such as roofs and trim must be matching in color.
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. Oak Hill Reserve Homeowners Association assumes no responsibility to 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 180 days of the approval date of the application.

F. AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

These Guidelines may be amended to provide clarification, reflect changed conditions, or technology. Owners should submit to the Oak Hill Reserve Homeowners Association requests for additions or changes to the Guidelines. The CC may conduct a yearly evaluation of the Guidelines to determine if amendments are required. Amendments proposed by the CC must be adopted by the Board of Directors.

G. APPLICATIONS

Under each of the following sections in this booklet application content requirements are spelled out. 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 wave 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 showing the proposed modification must accompany **all** applications for exterior modifications.

Non-submittal of an application or inaction to submit documentation to complete an application (unless withdrawn) will be treated as a violation of the Guidelines. Enforcement procedures are set forth in section I.J.”

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 purchase your home. More complex applications may require larger scale (20 or 10 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 check each application for complete information. If information that is pertinent for the review of the application is missing, the staff will return the application as incomplete.

If the application is complete, the review process begins.

The CC must act upon all applicants within sixty (60) calendar days after the staff has accepted it.

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 Board 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 working days to review the appeal. Therefore, final CC approval requires an additional ten days to become official after being tentatively approved.

J. ENFORCEMENT PROCEDURES

The Association Documents requires the CC to ensure compliance of all lots with the Design Guidelines. The following enforcement procedures have been adopted by the Board of Directors:

1. All violations will be confirmed by a site visit by a CC member or a representative from the Management Firm.
2. If confirmed, a compliance notice will be sent.

3. If the violation is not resolved within fifteen (15) calendar days after the first written notice, a second written notice will be sent by certified mail.
4. If the violation is not resolved within fifteen (15) calendar days after the second written notice, a notice may be sent by certified mail informing the resident of the time and place of a hearing by the CC concerning the violation.
5. With respect to the enforcement of rules and regulations, Oak Hill Reserve Homeowners Association follows the provisions of the Virginia Property Owners' Association Act ("Act"), Va. Code § 55-508, *et seq.*, as amended. Accordingly, if assessed by the Board following a due process hearing, monetary penalties shall accrue at the rate of fifty dollars (\$50) for a single offense or, beginning the sixth (6th) day following the hearing, ten dollars (\$10) per day until remedied for any offense of a continuing nature. Total charges for any offense of a continuing nature shall not be assessed for a period exceeding ninety days (90). Charges shall be treated as an assessment against the Homeowner's lot.
6. If the violation cannot be resolved by the CC the violation may be turned over to the Board of Directors with a recommendation for legal action.

K. 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 re-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 Oak Hill Reserve Homeowners Association expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Oak Hill Reserve.

2. Mowing

Turf areas need to be mowed at regular intervals. Dumping of debris or lawn clippings on common areas/open space is prohibited.

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

3. Lawn and Garden Fertilization

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

4. Trash Removal

Each resident is responsible for picking up litter on his property and/or debris on the common areas, which originated from his 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

Each resident is 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. Each resident is responsible to maintain proper drainage through his property and not block or hinder natural drainage from adjoining properties.

6. Pesticides and Herbicides

Pesticides and herbicides may 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.

L. VIRGINIA PROPERTY OWNERS ASSOCIATION ACT (VA POAA)

The Virginia Property Owners Association Act requires the Association to make available to an owner or his authorized agent within fourteen days after receipt of a written request therefore and receipt of the appropriate fee, an association disclosure packet, which, upon receipt, the seller

shall deliver to the purchaser. An association disclosure package which requires 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 Associations governing instruments. It is important that Homeowners are in complete compliance with CC guidelines in order to avoid potential problems during the resale of your home.

M. VDOT RIGHT-OF-WAY

All homes have a VDOT right-of-way between the curb and the property line. The size of the right-of-way varies, but is generally the first ten feet from the curb to the house. Your plat will show the location and size of the right-of-way. The right-of-way is owned by the State of Virginia. **The State does not allow any plants, mulch beds, rock gardens, irrigation systems, flower beds, trees, lawn ornaments, etc. to be located in the right-of-way. Anything placed in the VDOT right-of-way is in violation of State Law and the Oak Hill Reserve Design Guidelines.**

II. STANDARDS AND GUIDELINES

With respect to homeowner property, the Oak Hill Reserve Homeowners Association, its Board of Directors, and its Covenants Committee accept no responsibility for complying with any Federal, State, or local laws regarding building codes and property usage (easements). It is solely the homeowner's responsibility to comply with all Federal, State, and local laws regarding building codes and property usage (easements) on his property.

A. 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, 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.

Pitched roofs must match the slope of the roof on the applicant's house.

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. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

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

Applications are required for exterior changes 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. Formal and/or preliminary applications 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 Fairfax County for a building permit.
6. Estimated start and completion date.

B. FENCES

1. General Guidelines

In order to maintain the open, contiguous character that has been established at Oak Hill Reserve, fences are not recommended. Careful consideration should be given to fencing plans and the manner in which the plans are executed.

No fencing shall be permitted in the front yard of any Lot. Generally, all side yard fencing must terminate within five feet (5') of the rear wall of the home. However, where certain conditions warrant, (including, but not limited to side exits, stairwells, areaways and grading conditions) fencing may extend up to two thirds (2/3) the distance from the rear plane of the house, forward. In addition, consideration will be given to adjoining property fence alignments where the appearance consistency and symmetry warrant the adjoining Lot owner's fence also extend up to two thirds (2/3) the distance from the rear plane of the house, forward.

The location of fences on Pipestem Lots, Lots that adjoin Pipestem driveways, Lots adjoining extended driveways, and corner Lots require special consideration regarding fence location. The CC reserves the right to carefully consider each individual application because of the proximity of each Lot to the other, and the effect each modification can have on adjoining Lots. Fences must be located outside the ingress egress easement or, at a minimum, five feet (5') from the edge of the pavement. Each application will be closely reviewed to ensure that any negative affects on the adjoining property owners are minimized. Fences on corner lots shall be no closer to the street than the required building setback.

The construction of a fence may not be permitted where the sitting of a home vis-à-vis one or more adjoining homes would result in the construction of a rear or side yard fence for the applicants Lot which would extend forward of the front plane of the home(s) for the adjoining Lot(s). In such cases, the CC will require the specific written approval of an adjoining Lot owner(s) who would be affected.

Fencing on shared property lines shall not be “doubled” to create a fence-to-fence situation. If an existing fence is bordering a proposed fence installation, the new fence should simply meet the existing fence, and not construct an additional fence on the same property line. In addition, consideration should be given to matching the fence style of an existing fence for a more harmonious look.

It is advisable that fences bordering on the common area pond incorporate a gate opening on the fence to allow for possible maintenance purposes.

Landscaping may be required in order to soften the visual impact of fencing.

2. Fence Types

No wrought iron, chain link, mesh, barbed wire, stockade, basket weave, alternating finished/unfinished, or horizontal board fences will be allowed. All fence styles are subject to approval at the discretion of the CC.

The standard height for perimeter fences (i.e., those bordering the property line of lots) is five feet (5').

Fences shall contour to the grade and shall not be stepped.

Masonry pillars (brick or stone), measuring six feet high and two feet square (6' x 2' x 2'), may be incorporated into a fencing design where appropriate. Pickets may be designed above the top rail or with the top rail covering the top of the pickets. Under no circumstances shall spear pickets be used. Exhibit A shows an example of an acceptable fence style.

3. Materials

Fences shall only be made of low maintenance, high-quality materials: assembled steel component systems (not welded steel) with powder-coated finish, or aluminum ornamental systems. Fences shall only be black in color.

Fencing should match or blend with existing adjacent fencing.

Gates should be compatible to fencing in design, materials, and height.

4. Application

An application is required and should include the following:

- a. Site plan showing the exact location of the fence.
- b. A description of materials to be used.
- c. Detailed drawing or picture of the fence style and measurements and dimensions of the fence, gates and pickets.
- d. A landscape plan if landscaping will be included to screen fence.
- e. Estimated start and completion date.

C. PATIOS, SCREENED PORCHES, GAZEBOS AND DECKS

For permitting and building purposes, screened porches are considered by Fairfax County to be room additions. For site placement purposes, the Oak Hill Reserve Homeowners Association considers screened porches to fall under the same rules as set forth within these Guidelines for decks.

Patios, screened porches, gazebos, and decks should be located in rear yards only. Patios, screened porches, gazebos, and decks (including stairs, benches, planters, etc.) may not extend past the side plane of the home. Chimneys are not considered the side plane of the home. Landscaping may be required to soften the visual effect of a patio, screened porch, gazebo or deck.

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

Architectural drawings are required for screened porches.

1. Ground Level Decks and Patio

A ground level deck that is less than twelve inches (12”) in elevation does not require handrails. An application is required for all patios and decks. Applications must include:

- 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 will be approved for handrails. Any Decks (including stairs, benches, planters, etc.) may not extend past the side plane of the home.

Decks should be made of quality grade wood, which may include IPE (generically, Brazilian cherry wood), or quality grade composite materials such as TimberTech. Wood decks may be stained and/or sealed with NATURAL colors only. Dark woods, stains or sealants will not be approved. Wood deck railings and pickets may be stained/painted in light colors only that must be compatible with the existing trim. Other acceptable railings and pickets material are low maintenance, high-quality materials: assembled steel component systems (not welded steel) with powder-coated finish, or aluminum ornamental systems. These other acceptable railing and picket materials shall be in light colors to be compatible with the existing trim of the home.

3. Application

An application is required and should 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 proposal. 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, indicate whether trelliswork will be used.
- f. Estimated start and completion date.

D. SOLAR COLLECTORS

Solar collectors will not be allowed.

E. STORAGE SHEDS

Sheds must be located in rear yards only. Storage sheds may not extend in front of the back plane of the home (i.e., can not be in the side yard). Sheds should match the existing color scheme of the home. Sheds must be screened from side or rear if visible by neighbors.

Consideration must be given to the architectural style of the house, lot size, shed size, and the impact on views from neighboring properties. Plastic or metal sheds of any type will not be approved. Sheds may be placed under decks if screened with lattice or sufficient landscaping. Shed height from ground level to the lowest point on the roof shall be no higher than nine feet (9'). Sheds not placed under a deck shall be no larger than 121 square feet.

Applications must include at a minimum:

1. Signatures of all property owners affected by the proposed shed.
2. A site plan showing location and dimensions of the shed in relation to the applicant's house, property lines, and adjacent dwellings.
3. A description of materials to be used.
4. A detailed landscape plan
5. Detailed drawings and plans of the shed, include colors.
6. Estimated start and completion date.

F. GREENHOUSES

Attached greenhouses will be reviewed as room additions. Architectural drawings are required. See Section II (A) for application requirements.

G. SWIMMING POOLS

Only in-ground pools are allowed. Pools for swimming must be located in the rear of the house and approach the property line no closer than ten feet (10'), or the minimum standard set back required by Fairfax County, whichever is larger of the two.

A fence that meets the County requirements for pools and compatible with the design style of the house will be required to enclose a pool used for swimming and refine pool equipment. Approval of the fence is contingent upon completion of the pool. Appropriate landscaping is required to lessen the impact of the pool and fence. It is the responsibility of the owner to meet all County requirements.

Applications must include at a minimum:

1. Signatures of all property owners affected by the proposed pool.
2. A site plan showing location and dimensions of the pool other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent dwellings.
3. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc., and pertinent information concerning water supply system, drainage and water disposal system.
4. Landscaping plan for outside (exterior) of fencing.
5. Estimated start and completion date.

H. PLAY EQUIPMENT

Play Equipment must be placed in rear yards. Play equipment may not extend in front of the back plane of the home (i.e., can not be in the side yard). Consideration must be given to lot size, equipment size and design, amount of visual screening, etc. Play equipment must be constructed of natural wood or quality grade composite material in wood tone colors. Slides and canopies shall only be dark green in color. No metal or plastic play equipment will be allowed.

Applications must include at a minimum:

1. Signatures of all 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.

I. BASKETBALL GOALS

Permanent basketball goals require prior approval by the Covenants Committee. Utilization of portable goals must follow manufacturer's instructions (i.e., no bags of mulch weighing down the base). Basketball goals must be located adjacent to the owner's driveway, and must be placed so that players are not playing in the street, in common areas, or on sidewalks.

An application is not required for the use of a portable basketball goal if the above guidelines are followed.

J. DRIVEWAYS

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

An application is required for any modification to the builder-installed driveway (see Section II A).

K. MINOR EXTERIOR CHANGES

1. Air Conditioners - Exterior Unit

Air conditioning units extending from windows 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; see Section II (A).

2. Antennas & Satellite Dishes

No exterior antenna, satellite dish or similar exterior improvement shall be maintained upon any lot unless written approval of the CC is obtained. A satellite dish must be located so as not to be visible from the street on which the house fronts or screened with landscaping material in the front or side of the home. Satellite dishes may not exceed one meter (39 inches) in diameter.

An application is required for any satellite, antenna, or similar use.

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

3. Attic Ventilators and Metal Flues

Attic ventilators or turbines must be placed on the least visible side of the roof peak.

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

4. Chimneys

Applications 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 on the house, then the brick colors must match.
- e. Estimated start and completion date.

5. **Clotheslines**

Clotheslines will not be allowed.

6. **Compost Piles**

Compost piles will not be allowed.

7. **Dog Houses**

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. **Dog runs are prohibited.**

Maximum size allowed is five feet (5') by four feet (4') with a height of five feet (5').

A completed application requires the following information:

- a. Site plan showing the relation of the doghouse to the house, property line and adjacent neighbors.
- b. Picture and/or detailed drawings of the doghouse to include dimensions.
- c. Description of materials used. **Materials and color must match the house.**
- d. Architectural style of owner's house.
- e. Landscape plans to compliment and/or screen the doghouse.
- f. Estimated start and completion date.

8. **Exterior Decorative Objects**

Natural or man made exterior objects, which were not part of the original construction design, either as a standard or optional feature are not permitted in the front or side yards except under the following conditions

1. As part of an overall designed landscaping plan.

Applications will be reviewed on an individual basis. An application is required and should include the following:

- a. Signature of all adjoining property owners, including that of the neighbor(s) directly across the street.
- b. A site plan showing location and dimensions of exterior decorative objects, **highlighted**.
- c. A description of materials to be used with dimensions included.
- d. Picture of objects.
- e. A detailed designed landscaping plan.
- f. Estimated start and completion date.

2. Decorative lighting/ornaments, which must be removed within 21 days after the conclusion of the holiday.
3. Balloons or party inflatables (e.g., moon bouncers) must be removed within 2 days after the conclusion of the event.

9. 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 to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is operated by the owner of or his guests.

A completed application requires the following information:

- a. Site plan showing the relation of the insect trap or lighting to house, property line, and adjacent neighbors.
- b. Picture and/or detailed drawing of the insect trap and lighting to include all dimensions and height of fixture above ground.
- c. State wattage of bulb to be used.
- d. Estimated start and completion date.

10. 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:

- a. List of all exterior colors on the house and appurtenant structures.
- b. A color sample of the new color to be used.
- c. Estimated start and completion date.

11. 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, and application is not required.

12. Flagpoles

Permanent, freestanding flagpoles will not be allowed.

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

13. 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.

No application is required.

14. 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:

- a. Such office or home business is operated by a member of the Owner's household residing on the lot.
- b. There are no displays or signs indicating that the Lot is being used other than as a residence.
- c. Such office or business does not generate significant traffic or parking usage by clients, customers or other persons related to the business.
- d. 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.
- e. The activity is consistent with the residential nature of the neighborhood and complies with Fairfax County ordinances.

15. Landscaping

An application is required for hedges more than two feet (2') in height or eight feet (8') 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 inches (6") high. Include a site plan with the location of enclosure drawn in, and information on landscaping plans and any grading changes.

16. Vegetable Gardens

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

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

17. Mailboxes

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

18. Grills

All outdoor cooking equipment must meet Fairfax County code and should be located in the rear yard only at least ten feet (10') from any property line.

19. Real Estate Signs

Real Estate signs must meet County regulations with respect to size, content and removal. Signs may only be placed in the front yard of the property available. No signs may be laced on any lot or common area except real estate signs.

An application is not required.

20. Pathways

Pathways should be set back at least four feet (4') from the property line and generally be installed flush to the ground and should be compatible in material and design to the existing improvements.

If using brick, type should blend with that on the house (if any).

A completed application requires the following information:

- a. Site plan showing the exact location of the pathway.
- b. Materials to be used including color.
- c. Description of grading changes required, if any, and the resulting impact on neighbors.
- d. Estimated start and completion date.

21. Storage of Boats, Trailer, Camper, Mobile Homes or Recreational Vehicles

No recreational vehicle 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 vehicle" as follows:

- a. Any boat or boat trailer.
- b. Any motor home or other self-contained camper.
- c. Any camper slip-ons where the camper backs are higher than the roofline of the cab of the truck.
- d. Any mobile home, trailer or fifth wheel trailer.
- e. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
- f. 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.
- g. Any vehicle that is included in the Fairfax County code as being defined as commercial.
- h. Any vehicle that has commercial signs or advertising or commercial equipment visible.
- i. Any private or public school or church buses.

22. Storm Doors and Windows

Storm/screen doors 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.

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

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

23. Sun Control Devices

Retractable canvas awnings (ceiling portion only) are permitted in the rear yard only as part of a patio or deck design. Awnings may not extend past the side plane of the home. Frames for canvas awnings must be in light colors that must be compatible with the existing trim. Canvas must be in neutral colors or dark green.

Sunscreen film is permitted on windows, provided that film is not readily apparent from the exterior in either shade (i.e., making windows appear too dark) or reflectivity (i.e., creating mirror-like finish). Shading coefficients of .60 or above are suggested (medium or light film). Mirror-like finishes detract from a neighborly atmosphere and are not acceptable.

Applications are required for retractable canvas awnings or sunscreen film. Include technical specifications on applications. Applications will be reviewed on an individual basis.

24. Trash Cans and Recycling Bins

Trashcans 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 on non collection days.

Containers 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.

25. Tree Removal

No live trees with a diameter in excess of four inches (4"), measured twelve inches (12") above ground, no trees in excess of two inches (2") in diameter, similarly measured, which are generally known as flowering trees or broad leaf evergreens shall be removed. 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.

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **A House Location Survey (Certified Plat).** A copy of your plat **MUST** be included for new construction and additions to be 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/ outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
3. **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.
4. **Description of Materials.** Provide a list of **ALL** materials to be used in the proposed construction.
5. **Description of Colors.** Applications for colors, which are not the original color of the house and/or trim **MUST** be accompanied by actual color samples and not photos.
6. **Photographs.** Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications, & etc.
7. **Samples.** Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
8. **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.
9. **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. **Neighbors signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.**
10. **Railing Detail.** Please be sure to reference the style of railings you propose to install on your deck.

-
- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
 - b. For **landscaping** include numbers 1 – 3, 6 and 8 - 9.
 - c. For **sheds and doghouses** include numbers 1 - 4, 6 and 8 -9.
 - d. For **storm, screen, & front doors** include numbers 2, 5 – 6 and 9.
 - e. For **lattices** include numbers 2 – 4, 6 and 9.
 - f. For **recreation and play equipment** include numbers 1 – 6 and 9.
 - g. For **patios** include numbers 1- 4, 6 and 9.
 - h. For **siding** include numbers 5, 7 and 9.
 - i. For **shingles (on roof)** include numbers 5, 7 and 9.
 - j. For **windows** include numbers 5, 6 and 9.
 - k. For **satellite dishes** include numbers 1, 5, 6, and 9.
 - l. For **pools** include numbers 1-4, 6, and 8 & 9.
 - m. For **driveways** include numbers 1-4, 6 and 8 & 9.
 - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 & 9.
 - o. For **home additions and/or detached garages** include numbers 2-6, 8 & 9.
 - p. For **color changes** include numbers 5 & 9.

**** PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION, OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE! ****

OAK HILL RESERVE HOMEOWNERS ASSOCIATION

APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL: _____

FIRST SUBMITTAL: YES _____ NO _____

RESUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

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

Oak Hill Reserve Homeowners Association
C/o SFMC, Inc.
12084 Cadet Court
Manassas, Virginia 20109
OR
Email to ARCApplcations@sfmcinc.com

3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change:

NAME	LOT NO.	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____
(Allow 60 Days for CC approval prior to start date)

1. I agree that compliance with the Oak Hill Reserve Homeowners Association Architectural Guidelines and approval by the CC do not constitute compliance with country 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 and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the CC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspection the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
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.

HOMEOWNER'S SIGNATURE: _____ DATE: _____