

**RANDOM HILLS COMMUNITY ASSOCIATION, INC.
POLICY RESOLUTION NO. 1
DESIGN GUIDELINES
ARCHITECTURAL REVIEW COMMITTEE (ARC)**

WHEREAS, the Declaration of Random Hills Community Association requires and authorizes the Board of Directors to create an Architectural Review Committee; and

WHEREAS, the Board of Directors has appointed the membership of an Architectural Review Committee pursuant to the documents; and

WHEREAS, Article IX, Section 9.1 (b), charges the Architectural Review Committee with the duty to regulate the external design, signage, appearance, use and maintenance of the property (including establishing minimum floor area specifications and building set backs); and

WHEREAS, the Board of Directors is required to adopt Design Guidelines proposed by the ARC; and

NOW, THEREFORE, BE IT KNOWN THAT the following Design Guidelines are adopted by the Board of Directors.

I. PROCEDURE

A. Background Information

(1) These procedures and guidelines are provided as a supplement to the Covenants which each Homeowner received at or prior to settlement. The intent of these guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions which he or she may contemplate for his or her property.

(2) To conform to the Covenants, each proposed alteration or addition must be specifically approved by the Architectural Review Committee even though the improvement conforms to the guidelines that follow.

(3) The Architectural Review Committee will review proposals that do not comply with the following guidelines on a case by case basis. However, it is asked that homeowners modify their properties within these guidelines whenever possible.

(4) The Architectural Review Committee will consider only written requests as herein outlined. Oral requests will not be considered.

(5) Approval is required prior to commencing construction, so please allow enough lead time when filing your application. The ARC has 45 days to process a complete application however, typically responds in less time.

(6) Approval by the County or the Developer does not constitute approval by the Architectural Review Committee. However, applications with building permits attached typically support the request and help expedite the approval process.

(7) All approvals must be in writing.

B. Application Procedures

(1) Application forms may be obtained from Random Hills Community Association by submitting a request to:

Random Hills Community Association
c/o Dubin & Associates, Inc.
8781 Mathis Avenue
Manassas, Virginia 22110

(2) The completed application must be signed by the Homeowner and returned to the attention of the Architectural Review Committee at the above address. Please note signatures from adjoining neighbors acknowledging their review of the completed application are required as part of this application.

(3) The Architectural Review Committee will act upon the application as quickly as possible and notify the Homeowner of its disposition no later than forty five (45) days after receipt. The Architectural Review Committee usually acts within a shorter time frame.

(4) If a proposal is rejected, or accepted but modified by the Architectural Review Committee, the applicant is free to request that the Architectural Review Committee reconsider its position and is encouraged to present additional information which might help clarify the request or demonstrate its acceptability as originally submitted.

C. Architectural Review Committee Review Criteria

The Architectural Review Committee evaluates all submissions on the individual merits of the application. Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the townhouse model and individual site and effect upon neighboring dwellings or occupants, since what may be an acceptable exterior design in one instance may not be for another.

Design decisions made by the Architectural Review Committee 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 represents, in more specific terms, the general standards of the Covenants.

(1) Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

(2) Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in the architectural style, quality of workmanship, similar use of materials, color and construction details.

D. Enforcement Procedures

The Covenants (Article 12, Section 12.1) require all Owners to comply with all of the terms of the Association Documents and Rules and Regulations, as amended from time to time by the Board of Directors.

(1) The sources for reporting violations will be as follows:

- a. concerned residents (via Management or the Random Hills Community Association);
- b. members of the Board of Directors; and
- c. Architectural Review Committee observations during the normal course of ARC business.

(2) Violations consist of:

- a. modifications completed or commenced without Architectural Review Committee approval, and
- b. modifications completed in a manner not consistent with approved plans.

(3) All violations will be confirmed by a site visit by the Architectural Review Committee or the Association's Managing Agent.

(4) The owner will be contacted in writing as soon as possible concerning the violation. In those cases involving violations which are subject to increase or enhancement with the passage of time, a hearing notice will be sent immediately by certified mail and procedure six below will apply next.

(5) After a ten (10) day period with no response from the owner, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the Board of Directors in accordance with the Virginia Property Owners' Association Act (VPOA), Code of Virginia, Chapter 26, Section 55-513 (B).

(6) If the case is not resolved during the hearing it may be turned over to the Board of Directors with a recommendation for legal action.

E. Meetings

(1) The Architectural Review Committee shall meet once a month or as needed at a time and place designated by the Architectural Review Committee. A meeting may be suspended if there is no business to address.

(2) Special meetings of the Architectural Review Committee may be called by any two (2) members after not less than three (3) days notice to each member. A majority of the members shall constitute a quorum at any meeting.

II. SPECIFIC PROJECT REQUIREMENTS

A. General

(1) Only the exterior materials existing on the primary structure, or materials compatible with the architectural design and character of the neighborhood, will be approved.

(2) Request for approval to change exterior color should relate to the colors of houses in the immediate area. Exterior colors are to remain as close as possible to original colors.

B. Decks

(1) Decks must be approved by the Architectural Review Committee. **Applications for deck modifications MUST include a house location survey showing exact placement of the deck and setbacks in the rear of the home. Decks will not be allowed to extend beyond the side plane of the home or beyond the side plane of the bay window or chimney if the home is an end unit. No roof or overhead structure may be added to a deck. Decks may not be modified to create an enclosure (i.e. screened-in porch).**

(2) Lumber used for decks and fences must be decay resistant and similar to the lumber used by the Builder. Metal fences and decks are not permitted. Any staining or alteration of the natural color of the wood will not be approved.

(3) Horizontal railings will not be approved. Vertical picket railings are preferred. Railing detail should be supplied with the application. Other types of railings may be considered by the ARC on a case by case basis.

(4) To obtain a building permit, Fairfax County typically requires the applicant to show evidence of Architectural Review Committee approval prior to the permits issuance.

C. Lattice

Above deck railing lattice may not exceed four feet in height. The lattice must be attached to the house and remain natural in color. Lattice may not be attached to the rear of the deck. Lattice must be perpendicular to the house.

D. Fences

(1) Fence extensions for interior units must enclose the backyard along the property line. Larger or smaller enclosures are not permitted. Gates and fences must be alternating board on board styles consistent with those of your builder and must be six feet in height.

(2) Fence extensions for end units must enclose the backyard at the property line. Fencing along the side may extend as far as the property line and as far forward as ½ the distance from the rear plane of the home forward. Fencing may enclose side bay windows only if the window is in the rear half of the home.

(3) Fencing may not be stained or altered from the natural color.

(4) Removal or modification of fencing can only be done with approval of the Architectural Review Committee.

E. Landscaping

(1) All trees and shrubbery not planted at ground level within two (2) feet from the

structure must have approval of the Architectural Review Committee. All garden enclosures must be made of natural material and have Architectural Review Committee approval. No garden enclosures greater than six (6) inches high will be approved.

(2) Any wall above grade, retaining, decorative, or otherwise, must have Architectural Review Committee approval.

F. Storm and Screen Doors

Storm or screen doors should have full view windows and be painted the same color as the entry doors or trim.

G. Sheds and Doghouses

Sheds and doghouses should be compatible with the applicant's house in color and material, and should be located where they will be visually unobtrusive. **(The structure may not rise above six (6) feet, or the height of the fence, in any area.)**

H. Storage of Boats, Trailers or Recreational Vehicles

Except in connection with construction activities, no commercial trucks or vans or trailers, campers, recreational vehicles, boats or other large vehicles, including grounds maintenance equipment, or ATV's, dune buggies, or trail bikes may be parked or used on any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within or adjacent to the Property, unless expressly permitted by the Board of Directors and only in such parking areas or for such time periods (if any) as may be designated for such purpose. 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. No junk or derelict vehicle or other vehicle on which current registration plates and current county and state inspection permits are not displayed shall be kept upon any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within or adjacent to the Property.

I. Exterior Painting

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

J. Fireplace and Woodstoves

(1) All external chimneys and/or flues must have Architectural Review Committee approval.

(2) External chimneys and/or flues must be enclosed in brick or materials matching the exterior of the townhouse and cannot be located in the front of the house.

K. Recreation and Play Equipment

Permanent recreation equipment cannot exceed 6' in height and must have ARC approval. Equipment must be placed in rear yards only. Consideration will be given to lot size, equipment size, and design, amount of visual screening, etc. Movable play equipment may not be stored in front or side of units.

L. Trash Cans and Recycling Bins

Trash cans and recycling bins must be stored out of sight. Trash cans and recycling bins must be removed from the front curb following emptying and are never to be stored in front of the house or remain in public view on non collection days.

M. Firewood

Firewood shall be kept neatly stacked and stored within the fenced area of the rear yard only, and located in such manner as to minimize visual impact. **Firewood shall not be stored on common areas.**

N. Real Estate Sale/Rental Signs

Real estate signs must meet County regulations with respect to size and content. Real Estate signs may only be placed in the front yard of the available property. Signs may not be placed on common area. No other signs of any character shall be erected, posted or displayed in a location that is visible from the common area or any other Lot without the prior written approval of the Architectural Review Committee.

O. Exterior Decorative Objects

Natural and man made exterior decorative objects will generally not be approved. Exterior decorative objects include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free standing poles of all types, and items attached to approved structures.

P. Attic Ventilators

Attic ventilators may only be installed in the rear of the building and must match the siding or trim on the house if mounted on a gable end or may require paint to match the roof if placed on a roof.

Q. Clothes Drying Equipment

No outdoor clothesline or other drying apparatus shall be permitted on any Lot, unless approved in writing by the Architectural Review Committee.

R. Miscellaneous

(1) Exterior lighting shall not be directed in such a manner as to create an annoyance to the neighbors or motorists and must be harmonious with the surroundings.

(2) No outside antennas, satellite dish, or amateur radio equipment or similar equipment shall be maintained on any Lot.

(3) Front door trellises will not be approved by the Architectural Review Committee.

(4) All outdoor cooking equipment must meet County code and should be stored in backyards.

(5) Laundry may not be hung from decks or stairway railings.

(6) Any structure extending above the height of a fence, or six feet will generally not be approved by the Architectural Review Committee.

(7) No garage shall be converted to living space or altered or otherwise used for purposes which prevent the intended use of the garage for the parking vehicles.

(8) No window unit air conditioners are permitted.

NOTE

It must be noted that the Architectural Review Committee is a committee designed to preserve the value of homes in Random Hills by reasonably regulating the external appearance of the homes in this community. If a homeowner modifies his property in a manner which detracts from the attractiveness or value of surrounding units, the neighbors are encouraged to write to the Architectural Review Committee for immediate review and possible action. In addition, if a modification is rejected by the Architectural Review Committee due to the impact on neighboring properties and the neighbors collectively approve the change, please write to the Architectural Review Committee expressing your approval. In a neighborhood as large as ours, communication is essential. These guidelines are subject to periodic review by the Architectural Review Committee and Board of Directors. Owners will be advised in writing of changes.

**RANDOM HILLS ARCHITECTURAL REVIEW COMMITTEE
DESIGN GUIDELINES**

These procedures and guidelines were adopted by the Architectural Review Committee this 5th day of Dec, 1995.

ARCHITECTURAL REVIEW COMMITTEE

By: Tara M Craven
Tara M. Craven, Chairman

WITNESS Nilay Braaten

These procedures and guidelines proposed by the Architectural Review Committee are hereby approved and confirmed by the Board of Directors of Random Hills Community Association this 8th day of Dec, 1995.

BOARD OF DIRECTORS
RANDOM HILLS COMMUNITY ASSOCIATION

By: Tara M Craven
Tara M. Craven, President

ATTEST: Nilay Braaten

I hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of the Random Hills Community Association this 8th day of Dec, 1995.

Brandi F. Turman

Brandi F. Turman,
Secretary/Treasurer
Board of Directors

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 on the plat. Drawings should be to scale. 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 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.
7. **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.
8. **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.

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- a. For **decks and fences** please include numbers 1 – 6, and § (#6 is optional).
 - b. For **landscaping** include numbers 1 – 3, 6 and 8.
 - c. For **sheds and doghouses** include numbers 1-4, 6 and 8 (#6 is optional).
 - d. For **storm and screen doors** include numbers 2, 5 – 6 and 8.
 - e. For **lattices** include numbers 2 – 4, 6 and 8.
 - f. For **recreation and play equipment** include numbers 1 – 6 and 8.
 - g. For **patios** include numbers 1- 4, 6 and 8.

RANDOM HILLS COMMUNITY ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____ WORK PHONE: _____ LOT NO. _____

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

INSTRUCTIONS TO APPLICANT:

1. Consult the Covenants and ARC Rules for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents in duplicate to:
Random Hills Community Association,
SFMC
8807 Sudley Road, Suite #210
Manassas, Virginia 20110
3. All alterations except paint changes and storm doors/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 ARC approval prior to start date)

1. I agree that compliance with Random Hills Community Association Architectural Guidelines and approval by the ARC do not constitute compliance with county building and zoning codes, and ARC 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 ARC 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 ARC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting 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: _____