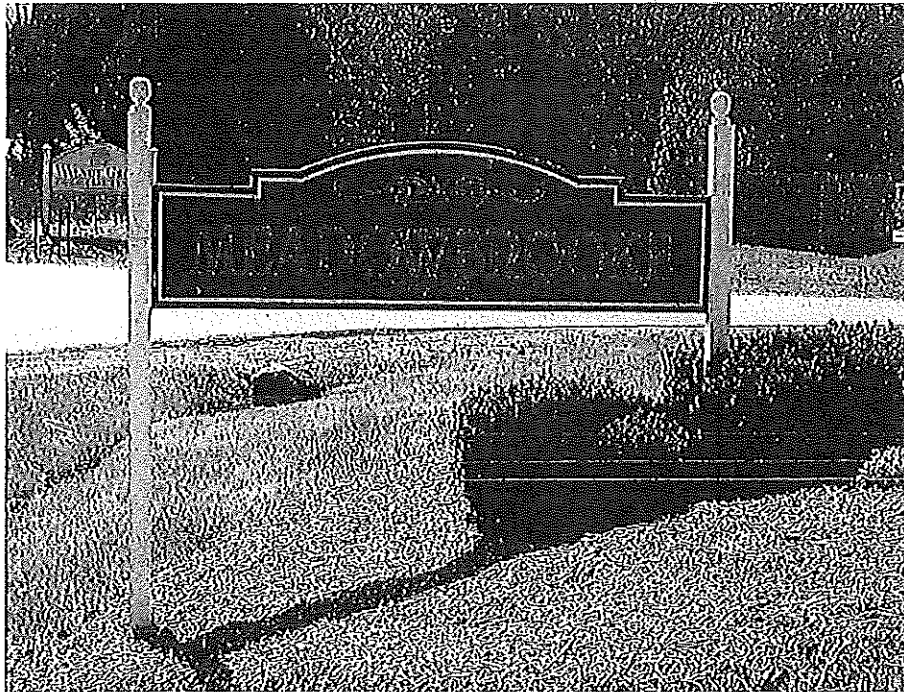


MEADOWBROOKE HOMEOWNERS ASSOCIATION

DESIGN & MAINTENANCE STANDARDS



Revised
September 2011

TABLE OF CONTENTS

I. OBJECTIVES AND GENERAL INFORMATION	2
A. OBJECTIVE OF DESIGN STANDARDS	2
B. ASSOCIATION DOCUMENTS.....	2
C. ROLE OF THE MEADOWBROOKE HOMEOWNERS ASSOCIATION AND THE ACC	2
D. WHAT CHANGES MUST HAVE ACC APPROVAL?.....	3
E. APPLICATION PROCEDURES	3
F. REVIEW PROCEDURE	3
G. OVERALL REVIEW CRITERIA.....	4
H. AMENDMENTS TO THE DESIGN STANDARDS	5
I. MAINTENANCE REQUIREMENTS	5
J. EXTERIOR HOME INSPECTION	6
K. VIRGINIA PROPERTY OWNERS ASSOCIATION ACT (VA POAA)	6
II. DESIGN GUIDELINES	7
RESIDENCE	7
ANTENNAS/ SATELLITE DISHES	7
CHIMNEYS.....	7
DECKS	7
DOORS – FRONT/ BACK.....	8
DOORS - STORM.....	8
FLUES and VENTS.....	8
GARAGE DOOR	8
GUTTERS/ DOWNSPOUTS	9
HOUSE NUMBERS.....	9
LIGHTING - EXTERIOR.....	9
PAINTING - EXTERIOR.....	9
PORCHES.....	9
ROOF	9
ROOM ADDITIONS/ GARAGES/ SUNROOMS	9
SATELLITE DISHES	10
SIDING	10
SKYLIGHTS	10
SOLAR PANELS	10
STORM WINDOWS	10
YARD	10
AUXILARY BUILDINGS	10
BASKETBALL EQUIPMENT	10
CLOTHESLINES	10
COMPOST BINS	10
DOG HOUSES	10
DRIVEWAYS/ PARKING.....	11
FENCES/GATES.....	11
FIREWOOD.....	12
FLAGPOLES/FLAGS	12
GAZEBOS/ PERGOLAS	12
GRILLS/ BARBEQUES AREAS	12
HOT TUBS	12
LANDSCAPING/ GARDENS.....	12
MAILBOXES AND NEWSPAPER TUBES	13
PATIOS	13
RAIN BARRELS	13
RECREATION AND PLAY EQUIPMENT.....	13
SIDEWALKS & PATHWAYS.....	13
STORAGE SHEDS/CARPORTS	13
SWIMMING POOLS	13
TRASH CONTAINERS AND REMOVAL	14
WINTER HOLIDAY DECORATIONS.....	14
ATTACHMENT B.....	15
APPLICATION FOR EXTERIOR MODIFICATION	17
APPLICATION FOR EXTERIOR MODIFICATION INSTRUCTIONS	18

I. OBJECTIVES AND GENERAL INFORMATION

A. OBJECTIVE OF DESIGN STANDARDS

The objective of this document is to serve as a guide to aid members of the Meadowbrooke Homeowners Association Architectural Control Committee (ACC), the association's management company, and residents in maintaining and enhancing the design environment in the Meadowbrooke Community. The guidelines address improvements for which homeowners most commonly submit applications to the ACC. The guidelines are not intended to be all-inclusive or exclusive, but rather serve as design and maintenance standards guidelines.

The specific objectives of these Design Standards are:

1. To increase resident's awareness and understanding of the Association Documents.
2. To describe the ACC 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 ACC.
5. To provide uniform guidelines to be used by the ACC in reviewing applications in light of the goals set forth in the Association Documents for the Meadowbrooke Homeowners Association, and actions of the Board of Directors.

B. ASSOCIATION DOCUMENTS

The basic authority for maintaining the quality of design in the Meadowbrooke 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 community's overall environment. Every Meadowbrooke property owner should receive a copy of the Association Documents in accordance with the Virginia Property Owners Association Act. 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 Meadowbrook Homeowners Association, and the ACC.

C. ROLE OF THE MEADOWBROOKE HOMEOWNERS ASSOCIATION AND THE ACC

The role of the Meadowbrooke Homeowners Association, of which every resident is a member, is not only to own and maintain the common area (sometimes referred to as '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 ACC, the retention of design guidelines 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 ACC 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.

D. WHAT CHANGES MUST HAVE ACC APPROVAL?

Part C, Section 2 of the Covenants and Restrictions explicitly states, in part, that all exterior alterations require the approval of the ACC:

"No building shall be erected, placed, or altered on any lot until the construction plans and specifications and a plan showing the location of the structure have been submitted in writing to be approved by the Architectural Control Committee as to quality of workmanship and materials, harmony of external design and color with existing structures, and as to location with respect to topography and finish grade elevation."

This paragraph explicitly states that any change permanent or temporary to the exterior appearance of one's property must be approved by the ACC. Further, once a plan is approved it must be followed or a modification must be approved in accordance with Part C, Section 2 of the Covenants and Restrictions.

It is important to understand that ACC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in colors and materials, etc. Approval is also required when an existing item is to be removed. The table in Section III identifies which improvements a homeowner is required to obtain approval from the ACC prior to construction/installation.

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 ACC is still required to submit an application. Please note on the application if the application is for an emergency repair (i.e. roof leak, broken window, etc.).

E. APPLICATION PROCEDURES

Requests for alteration or improvements must be submitted on the approved Meadowbrooke application form. A copy has been provided in Appendix A of this guide, and can also be obtained from the Association Management Company.

F. REVIEW PROCEDURE

All applications shall be sent to the Association's Management Company.

The Management Company 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 ACC must act upon all applicants within (30) 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 a meeting concerning their case.

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

An appeals procedure exists for those affected by an ACC decision. The first appeal should be made to the ACC; a second appeal can be made to the Board of Directors. Appeals will be heard for those affected by an ACC decision who feel that:

1. Proper procedures were not followed during the administration and review process.
2. The applicant and any other affected residents were not given a fair hearing.
3. The ACC decision was arbitrary, or did not have a rational basis for a decision.

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 ACC decision, followed up with a written request within five working days. The Appellant should indicate whether they intend to appear in person before the ACC or have the ACC act solely upon their written appeal. All parties should be notified prior to appearance of any legal counsel. The ACC will review those cases and shall conduct a hearing.

Adverse decisions of appeals to the ACC may be appealed to the Meadowbrooke Board of Directors. To initiate the appeal procedure to the Board, applicants must submit a written request for an appeal to the Board of Directors within 15 days of the date of the letter addressing the ACC appeal decision and the grounds for appeal. The Board of Directors will determine the date and time an appeal will be heard, and the applicant, representatives of the ACC may participate in the appeal meeting. All parties will be notified of the date and time of the hearing. The Board of Directors should be notified if legal counsel will be present. The decision of the Board of Directors at appeal is final.

G. OVERALL REVIEW CRITERIA

The ACC evaluates all submissions on the individual merits of the application, including the consideration of the characteristics of the housing type and model and the individual site. What may be an acceptable design in one specific instance may not be for another.

Design decisions made by the ACC in reviewing application are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria.

1. **Relation to the Meadowbrooke Community Open Space Concept** – Fencing, in particular, can have damaging effects on open space. Other factors, such as removal or addition of trees, disruption of the natural topography and changes in rate or direction of storm water run-off, also adversely affect Meadowbrooke's open space.
2. **Validity of Concept** – The basic idea must be sound and appropriate to its surroundings.
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 on Neighbors** – The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes, airflow or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view.
5. **Scale** – The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

6. **Color** – Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim must match in color and composition.
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, horizontal vinyl siding on the original house should be retained in an addition. On the other hand, an addition with wood siding may or may not be compatible with a brick house.
8. **Workmanship** – The quality of work should be equal to, or better than, that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable. The Meadowbrooke HOA Board of Directors and the ACC assume no responsibility for the safety or structural validity of new construction by virtue of an approved design. It is the responsibility of each applicant to obtain a Building Permit where required and comply with Fauquier County codes and regulations.
9. **Timing** – Projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community.

H. AMENDMENTS TO THE DESIGN STANDARDS

These Design and Maintenance Standards will be reviewed and may be amended from time to time. It is anticipated that changes will involve clarification rather than substantive modification of the existing Design and Maintenance Standards. They may also be amended to reflect changed conditions or technology. Any amendments shall be adopted by the Board of Directors.

I. 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. Some of the conditions which would be considered a violation of the Association Documents would include but not be limited to the following:

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

2. **Mowing**

Turf areas need to be mowed at regular intervals. Fence lines need to be weed whacked at regular intervals. Dumping of debris or lawn clippings on common areas is prohibited. Homeowners who have a sidewalk in front of their home are required to mow the strip of grass between the sidewalk and the street. Homeowners who have a curb in front of their house are required to control the weed growth.

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 runoff. In areas adjacent to the pond or the common areas 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.

5. **Erosion Control & Drainage Management**

Each resident is responsible for seeing that their 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 the natural and man-made drainage from adjoining properties.

6. **Pets**

Pet owners shall be responsible for the immediate clean-up and proper disposal of pet waste. Pet waste may not be disposed of in the common areas. No owner shall allow their dog to roam at large in the community (without being leashed), including in the common area.

J. **EXTERIOR HOME INSPECTION**

Semi-annually the HOA and the Association's management company will inspect the exterior of residential properties to ensure that they comply with the design guidelines. Properties will be reviewed for appearance, cleanliness and overall condition.

K. **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. It is required that the disclosure package include a statement as to whether any notice has been given to the seller that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are in violation of any of the Association governing instruments. It is important that Homeowners are in complete compliance with the ACC guidelines in order to avoid potential problems during the resale of your home.

II. DESIGN GUIDELINES

The following table defines the Design Guidelines that have been approved for the Meadowbrooke Community.

RESIDENCE DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
ANTENNAS/ SATELLITE DISHES	<p>The following guidelines should be taken into consideration when installing a Satellite Dish:</p> <p><i>Ground Mount</i> - Should be located on a rear lot location.</p> <p><i>Roof Mount</i>: Should be located on the rear of the roof, below the ridge pole or peak. If a front roof mount is necessary, all equipment should be installed to one side of the roof, rather than in the center.</p> <p><i>Structure Mount</i> - Should be located such that the equipment is adjacent to a chimney or other structure on the home.</p> <p><i>Wiring</i> - Exterior wiring shall be installed so as to be invisible or barely visible from other lots, the common areas or the streets.</p> <p>Every effort should be made to locate the Antenna so that it is not seen from the street, and if on the ground, installed as close to the home as possible without interrupting transmission. Landscape screening may be required. Exterior antenna wiring shall be installed so as to be invisible or barely visible from other lots, the common areas or the streets and parking areas. Large Shortwave Radio antennas should be installed in the rear yard.</p>	
ATTIC VENTILATORS	Attic ventilators and turbines are permitted. Attic ventilators and turbines must be placed on the least visible side of the roof peak.	
CHIMNEYS	Chimneys must be masonry or enclosed in the same material as the exterior of the building.	Yes
DECKS	<p>Decks may be designed to include bench-seating areas, overhead timbers for shade and hanging plants, and planter areas. When deck design schemes include other exterior changes, such as fencing, lights, plantings, hot tubs, etc., other appropriate sections of the Design and Maintenance Standards should be consulted prior to application. All decks must meet Fauquier County building codes. Lot owners must obtain all applicable County permits and approvals. Dimensions of all aspects of the deck should be included on your application drawings.</p> <p><i>Location</i> - Decks shall generally be located in rear yards. Side yard locations may be considered when lot size or topography prevents rear yard locations.</p> <p><i>Size and Scale</i> - Deck size should be appropriate to the scale of the home as sited on the lot. Decks must meet Fauquier County minimum setback specifications and should not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats).</p> <p><i>Under Deck Storage</i> - Raised decks include an under deck area</p>	Yes

RESIDENCE DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
DECKS CONTINUED	<p>which has a visual impact on neighbors in the surrounding area. When using an under deck area for informal storage screening such as latticework or landscaping is required to hide objectionable views.</p> <p><i>Material and Color</i> – Materials should have natural weathering qualities; for example, brick, wood and stone. Wood in decks may be painted to match the trim or dominant color of the applicant's house. Certain kinds of wood, such as red-wood, cedar and pressure-treated pine, may be left to weather naturally; or may be sealed with a natural colored wood stain to prevent weathering. Decks may not be stained or painted without the prior written approval of the Covenants Committee.</p> <p><i>Railing Detail</i> – Railings of decks may include a decorative design (e.g., Sunburst, Starburst, and Chippendale). Railings must meet minimum Fauquier County buildings requirements and be 36" in heights.</p> <p><i>Stairs</i> – When the use of stairs is desired, the Covenants Committee encourages the practice of interrupting the flight of stairs, in excess of 8 risers, with a landing for both safety and appearance. Stairs, as well as tread and riser dimensions, must meet Fauquier County building codes.</p> <p><i>Drainage</i> – If changes in grade or other conditions which will affect drainage are anticipated as a result of deck construction, they must be indicated on the application, with drainage areas shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Serious consideration should be given in making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.</p> <p><i>Privacy Screen</i> – Light filtering fencing (lattice, louvers, board on board style) may be used for privacy screening in short segments as an extension to the existing railing. Private screening must not exceed 16 linear feet, should be installed adjacent to or abutting a house, and must not exceed 7 feet in height from the deck floor.</p>	
DOORS – FRONT/ BACK	Front/back doors on single family detached homes should be of a style and color compatible and complimentary with the style of the home and the existing colors on the applicant's home.	Yes
DOORS - STORM	No approval is necessary for the installation or replacement of storm doors if the storm door is the same color as the entry door or surrounding trim. Any other color will need approval.	
FLUES and VENTS (Including Radon Ventilation Equipment)	<p>Flues and vents protruding through a roofline are to be located to the rear of the roof peak. No flues may be visible on any exterior wall of the house, other than that used for radon ventilation.</p> <p>Ventilation pipes used for radon ventilation must match the color(s) of that portion of the house to which the pipe is adjacent.</p>	
GARAGE DOOR	Garage doors should be of a style and color compatible and	Yes

RESIDENCE DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
GARAGE DOOR CONTINUED	complimentary with the style of the home and existing colors on the applicant's home.	
GUTTERS/ DOWNSPOUTS	Gutters/downspouts must match or complement the existing trim color or area of the home to which they are attached. Extensions of downspouts at ground level are discouraged because of drainage considerations on adjoining properties and the common area. It is recommended that all downspout extensions be buried in such a manner to adequately manage runoff.	
HOUSE NUMBERS	House numbers should be legible, but should be of a size and color which is appropriate for the house. House numbers must be maintained at all times so the full house number is visible at all times.	
LIGHTING - EXTERIOR	Landscape lighting located along a walkway or among shrubbery that is low wattage (less than 14 watt bulbs), is less than 18" in height, and projects downward, will be permitted without an application.	
PAINTING - EXTERIOR	Exterior painting applies not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. An application is required for all exterior painting to the house siding, doors, shutters, trim, roofing and other appurtenant structures. Exterior colors shall be harmonious with existing homes within the development.	Yes
PORCHES (Front/Wrap Around)	The construction of porches should be the same or compatible in design, scale, materials and color with existing homes within the development. Porches shall be kept neat and attractive in appearance. Porches shall not be used for storage of items such as toys, gardening tools, storage bins, boxes, etc.	Yes
ROOF	Roofs shall be the same on all sides of the residence. Roofing color should be complementary to the other colors on the home. Missing shingles must be replaced within 30 days after repair is needed, and the replacement shingle must match the existing shingles. No approval is necessary for the replacing or re-shingling of the roof if the material being used is of the same color and style as that on the original roof. Any change in color or style will need approval.	
ROOM ADDITIONS/ GARAGES/ SUNROOMS	<p>The construction of a room addition, garage, sun room or converting a garage to a living space requires an application to be submitted to the ACC. Room additions are considered to be those which substantially alter the existing structure and become an original fixture of the existing home.</p> <p><i>Location</i> - Room additions and garages must meet Fauquier County setback requirements and may not be constructed across Building Restriction Lines (BRL).</p> <p><i>Design and Materials</i> - The design of room additions or garages should be the same or compatible in design, scale, materials and color with the applicant's house and adjacent houses. Roof pitches must match or be compatible with the roof slope on the applicant's</p>	Yes

thru

RESIDENCE DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
ROOM ADDITIONS/ GARAGES/ SUNROOMS CONTINUED	existing house. Roofing materials must match that of the existing house and siding must match those used in the applicant's house, and should be located in a manner that relates well to the location of exterior openings in the existing house. If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated.	
SATELLITE DISHES	See ANTENNAS/SATELLITE DISHES.	
SIDING	An application is required for all siding to be installed on a house. If replacing damaged siding with original style, size, color, and texture, no application is required. Exterior colors shall be harmonious with existing homes within the development.	Yes
SKYLIGHTS	Skylights should be mounted parallel with the roof plane.	
SOLAR PANELS	Solar panels or collectors are allowed and are required to be placed on the back side of the roof ridge.	
STORM WINDOWS	Exterior storm windows must be complementary to the existing windows and to the style of the home. No approval is necessary for storm windows.	

YARD DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
AUXILIARY BUILDINGS	Auxiliary buildings, unless otherwise outlined in these Design Guidelines are not permitted. No structure of a temporary or permanent character such as a trailer, tent, shack, garage, barn, shed or other outbuilding shall be used on any lot at any time as a residence. Storage sheds and metal carports are permitted.	Yes
BASKETBALL EQUIPMENT	Basketball equipment/goals must be located adjacent to the owner's driveway or in the rear yard. Portable goals may not be placed in a manner which allows for playing in the street anywhere in the community.	
CLOTHESLINES	Clotheslines or similar apparatus are permitted outside a house in the rear yard. Clotheslines are not allowed to be attached in between trees on the property.	
COMPOST BINS	If a homeowner wishes to do home composting a compost bin is required. The use of a pre-manufactured compost bin, which is complimentary with the color of the home, is encouraged. A homeowner may also build a bin. Bins should be located to the rear of the property. All active compost must be treated at all times to prevent odors from escaping. The ACC may require a compost bin to be removed if the bin is not properly and continually maintained.	
DOG HOUSES	Dog houses must be located in the rear of the property and be out of the line of sight from the street. Dog houses must be compatible with the applicant's house in color and material or match a natural	

YARD DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
<i>DOG HOUSES CONTINUED</i>	wood fence and must be located where they will be visually unobtrusive. Maximum size allowed is five feet (5') by four feet (4') with a height of five feet (5'). Dog house areas are to be kept free of animal waste and debris. Yard stakes with attached leads are permitted only if dog cannot wander outside of the owner's property.	
DRIVEWAYS/ PARKING	<p>Extensions or additions to driveways will be permitted only if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway extensions must be of a size and scale which will complement for property, rather than become a focal point. Extended driveways may not be used for parking or storing inoperable, commercial, or unused vehicles.</p> <p>All vehicles must be parked only in areas designated for such purpose and in full conformity with all applicable laws (driveways, streets, garages, etc.). At no time may a front yard be used for parking or storage of a vehicle of any type. Vehicles parked in driveways must not block public sidewalks.</p>	Yes
FENCES/GATES	<p>Front Yard Fencing</p> <ul style="list-style-type: none"> Fences are not allowed in the front yard. <p>Rear Yard Fencing</p> <ul style="list-style-type: none"> Double line fencing is not permitted (i.e. a fence up against another fence) where the fences are no more than 3" apart. Fences along the front of the back yard are to be constructed with the 'finished' side facing out (i.e. support rails on inside). Fences may not come forward of the rear corners of the house. All fencing shall be a Board On Board or Alt Board On Board style (see Attachment B). The minimum fence height is four feet (4') and the maximum fence height is six feet (6'). <p><i>Fence Types</i></p> <ul style="list-style-type: none"> Board on Board: These fences are typically four (4) to six (6) feet in height, with no spaces or with a space of your choice. This type of fence generally has a neighbor side (the good side) and your side (the post and rail side) usually deploying Dog Ear or Flat top board styles. Alt Board On Board: These fences are typically four (4) to six (6) feet in height, with alternating panels across the back and front to give the same look on both sides and allow wind to pass freely through the fence. This type of fence is commonly referred to as shadowbox and the board styles are usually Dog Ear or Flat Top. No mesh, chain link, barbed wire, stockade, picket or basket weave fences will be allowed. <p><i>Fence Materials</i></p> <ul style="list-style-type: none"> Fences can be wood or vinyl. Wood materials must be of good quality, treated or exterior grade lumber. Gates should be compatible to fencing in design, materials, and height. Wood fences shall be regularly maintained with routine scrapings, painting and sealing. 	Yes

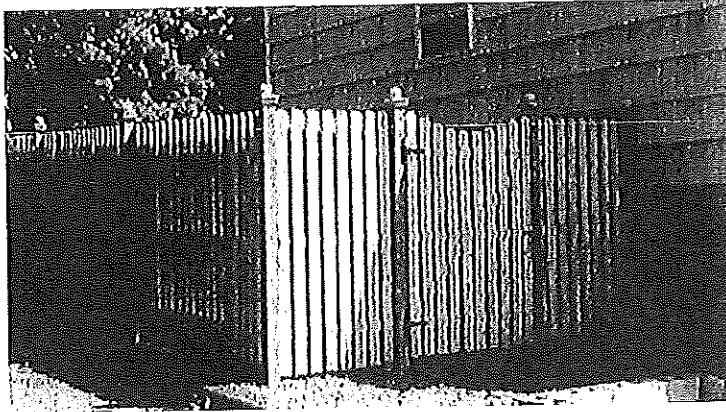
YARD DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
FIREWOOD	Firewood shall be kept neatly stacked and shall be located to the rear of the property in such a manner as to avoid adverse visual impacts for adjoining properties or the common area. In certain cases, screening may be required. Firewood may not be stacked on common areas. Firewood piles must contain firewood only, no debris. Firewood may not be stacked against a home.	
FLAGPOLES/FLAGS	<p>The display of any flag and the installation of any necessary supporting structures for any flag on or within the lot are considered an exterior modification and require prior approval of the ACC.</p> <p>No temporary freestanding flagpoles shall be permitted on any lots.</p> <p>Permanent flagpoles should be of a height, color and location which are appropriate for the size of the property and background. Permanent freestanding flagpoles will be permitted and must be installed and maintained in a vertical position. Temporary flagpole staffs that do not exceed six feet in length and are attached at an incline, or perpendicular to the house or dwelling unit need not be approved prior to installation.</p>	Yes
GAZEBOS/ PERGOLAS	<p><i>Size and Scale</i> – Gazebos/Pergolas should be appropriate to the size of the home as sited on the lot.</p> <p><i>Location and Style</i> – Gazebos/Pergolas should be located in the rear yard. Location in the front yard is prohibited. Please pay particular attention so that views from adjoining properties are not adversely impacted.</p> <p><i>Materials and Color</i> – Gazebos/Pergolas should be constructed of a material which is the same as or complimentary to the existing home. In the cases where redwood, cedar or pressure treated lumber is used, the material may be painted to match the home, left to weather naturally or sealed with an appropriate sealer to prevent weathering. Roof material must be the same as that of the existing home, or in some cases shake shingle may be used. Screen material should be dark nylon or aluminum.</p>	Yes
GRILLS/ BARBEQUES AREAS	Construction, design, scale and materials of permanent grill areas must complement the existing house and lot. All grills, permanent or portable, must be located in the rear yard only.	
HOT TUBS	Hot tubs must be installed as part of a patio or deck. Appropriateness of size and location will be considered so as not to adversely affect neighbors' views. Lattice of vegetative screening may be required. <i>Covers with locks are strongly suggested.</i>	
LANDSCAPING/ GARDENS	<p><i>Location</i> - Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring homes and shade patterns of larger trees should always be considered. No landscaping can be planted on or grow into the common area.</p> <p><i>Scale</i> - Care must be exercised in selecting plant materials which, upon maturity, will be an appropriate size in height and breadth for</p>	

YARD DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
LANDSCAPING/ GARDENS CONTINUED	<p>the intended location. Mature size, in height and diameter, should always be considered especially when planting close to property lines, walkways and houses. A three-dimensional appearance of planting is improved by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover.</p> <p>All gardens must be neatly maintained through the growing season including removal of all unused stakes, trellises and dead growth.</p> <p>VEGETABLE GARDENS</p> <ul style="list-style-type: none"> • Must be located between the rear plane of the house and the rear property line. • Are not placed in or encroach on the common area. 	
MAILBOXES AND NEWSPAPER TUBES	Mailboxes must be maintained and kept in good condition. Posts must be straight, no rust. Newspaper tubes must be placed next to the mailbox.	
PATIOS	Patios must be located in the rear yard only. Patios may be constructed of wood, concrete, brick or stone.	
RAIN BARRELS	Rain barrels are permitted and must be placed in the rear yards. Rain barrels are not permitted in front yards.	
RECREATION AND PLAY EQUIPMENT	Play equipment must be placed in rear yards and must be properly maintained.	
SIDEWALKS & PATHWAYS	The installation of sidewalk or pathways on a lot will be permitted. Stone, concrete, slate, flagstone or brick would be appropriate materials. Pathways or sidewalks must be set back from any VDOT right of way and out of any easements. Pathways should be set flush to the ground, and if using brick, using the same color found on the home.	
STORAGE SHEDS/CARPORTS	<p><i>Shed Location</i> - Sheds must be located in rear yards only.</p> <p><i>Carport Location</i> - Carports must be located either in the rear yard or in the side yard. If the carport is located in the side yard then it must be in the driveway and not protruding from the front of the house.</p> <p><i>Color</i> - The color scheme must be the same or complementary as the existing color scheme of the home or left natural.</p> <p><i>Roof</i> - The roof slope and the type and color of the roofing material (shingles, etc.) must match those of the house.</p>	Yes
SWIMMING POOLS	<p>Swimming pools must be located in the rear yard of the property and must meet all Fauquier County building and health codes.</p> <p>All swimming pools must be discharged in a manner as such that the water absorbs into the land within the boundaries of the lot where the pool is installed. Any water discharged that flows into other areas than the Homeowners lot must NOT be chlorinated water. Other areas include the common area, the pond, and the street.</p>	Yes

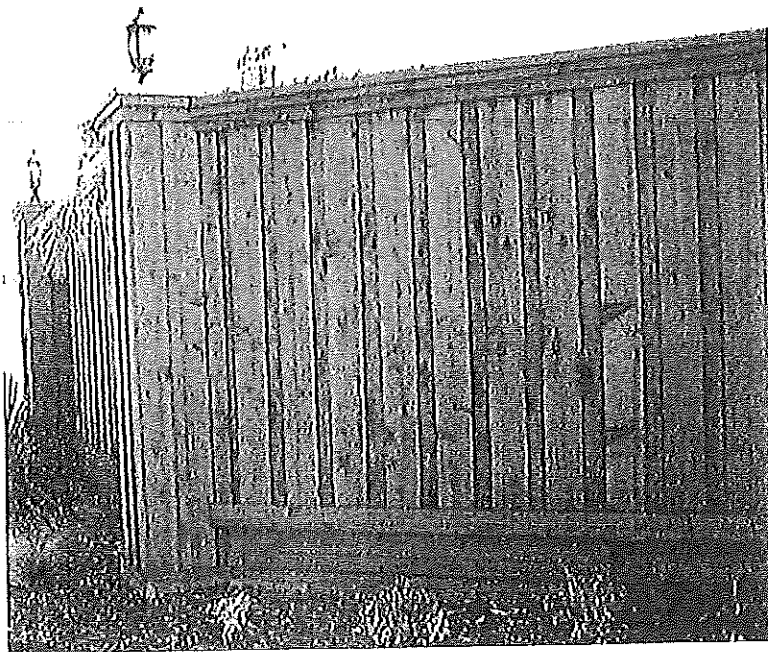
YARD DESIGN STANDARD	DESCRIPTION	ACC APPROVAL REQUIRED
TRASH CONTAINERS AND REMOVAL	<p>When outside, all trash must be placed in containers or trash cans manufactured for trash storage purposes. Paper products or plastic bags are not suitable for outside trash storage. Trash cans or containers must be stored out of view of the street or adjoining properties at all times, except on scheduled pickup days. Containers should be placed out at curbside at the earliest the night before pick up days and should be retrieved no later than the evening of the pickup day. Storage of trash cans or containers in front or alongside of garages or the home is prohibited. Each resident is responsible for picking up litter on his property.</p> <p>No accumulation or storage of inoperable equipment or trash of any kind shall be permitted on any lot. Lots shall be maintained in a neat and attractive manner, so as not to detract from the appearance of the entire property.</p>	
WINTER HOLIDAY DECORATIONS	Winter holiday decorations must be removed from the exterior of lots by the last day of January.	

ATTACHMENT B

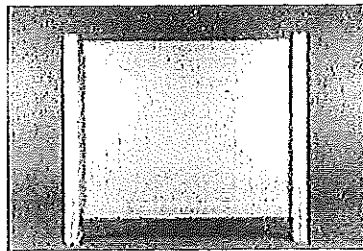
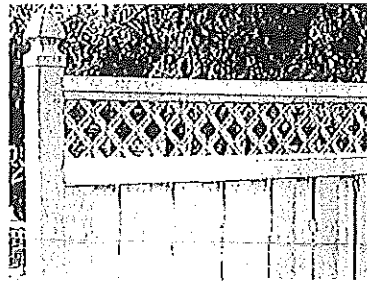
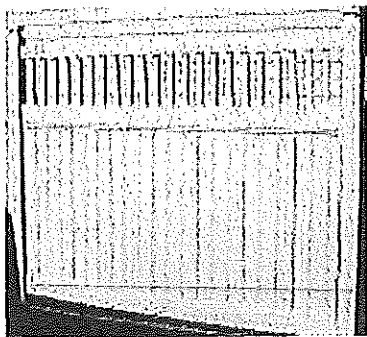
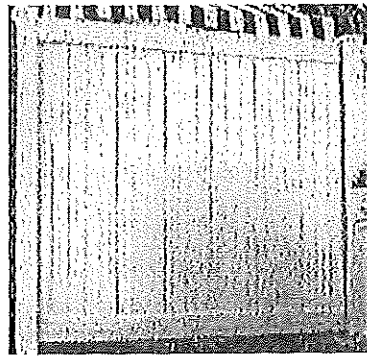
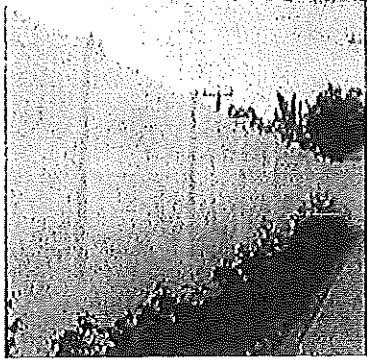
BOARD ON BOARD



ALT BOARD ON BOARD



VINYL FENCING



4' Vinyl Fence

MEADOWBROOKE HOMEOWNERS' ASSOCIATION

APPLICATION FOR EXTERIOR MODIFICATION

All applications, drawings, etc., must be submitted to the management company. Instructions are attached.

Applicant's Name: _____

Address of Proposed Change: _____

Phone: Home: _____ Work (Optional): _____

Description of Proposed Improvement: _____

Estimated Starting Date: _____ Estimated Completion Date: _____

I agree to comply with the Declaration of Covenants, Conditions and Restrictions, and local building codes in making the above improvement. Permission is hereby granted for members of the Architectural Control Committee and appropriate Meadowbrooke Homeowner's Association agents to enter on my property after prior notification to make reasonable inspection of the proposed change, the project in progress, and the completed project.

Owner's Signature: _____ Date: _____

Please forward this application to:

Meadowbrooke HOA
P.O. Box 3413
Warrenton, VA 20188
(540) 347-1901

DO NOT WRITE BELOW THIS LINE, ACC USE ONLY

Date Received: _____ Received by: _____

ACC Action: _____ Date: _____

ACC Action By/Title: _____

ACC Remarks: _____

MEADOWBROOKE HOMEOWNERS' ASSOCIATION

APPLICATION FOR EXTERIOR MODIFICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS

1. A House Location Survey. A copy of your house location survey or plat must be included for new construction and additions. Please submit a plat for decks, fences, patios, and sheds. The location of the proposed structure must be drawn/outlined 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. for additions, decks, patios, sheds.
3. Description of Materials. Provide a list of all materials to be used in the proposed construction.
4. Description of Colors. Applications for colors, which are not the original color of the house and/or trim must be accompanied by samples, brochures, or printouts of the desired color.
5. Photographs. Photographs of existing conditions are helpful to the Architectural Committee.
6. Drainage. Changes in grade or other conditions that will affect drainage must be indicated.

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

MEADOWBROOKE HOMEOWNERS' ASSOCIATION
POLICY RESOLUTION NO. 11-01
AMENDMENT TO THE DESIGN & MAINTENANCE STANDARDS

WHEREAS, Article IV, Section 1. of the By-Laws of the Meadowbrooke Homeowners' Association, Inc. ("Association") states that the affairs of the Association shall be managed by a Board of Directors; and

WHEREAS, Article VII, Section 1(c) of the By-Laws of the Association assigns to the Board of Directors the power to exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the Membership; and

WHEREAS, Part E, Section 5, third paragraph of the Amended Covenants and Restrictions, Meadowbrooke, All Sections, provides for enforcement of the covenants and restrictions by the Association and/or the estate owners, including the ability to assess monetary charges; and

WHEREAS, Section 55-513 A of the Virginia Property Owners' Association Act ("Act") grants the Board of Directors of the Association the power to establish, adopt, and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the Association, except where such responsibility is reserved to the membership; and

WHEREAS, Certain issues regarding the Homeowners' Association Design & Maintenance Standards have arisen, necessitating that amendment and/or clarification of the standards be made;

NOW, THEREFORE BE IT RESOLVED THAT the following Amendments to the Homeowners' Association's Design & Maintenance Standards have been duly presented to and reviewed by the Board of Directors and are hereby approved and adopted.

1. Section III, page 11, "Doors – Storm" is deleted and the following is substituted:
No approval is necessary for the installation or replacement of storm doors if the storm door is the same color as the entry door or surrounding trim. Any other color will need approval.
2. Section III, page 12, "Roof" is deleted and the following is substituted:
Roofs shall be the same on all sides of the residence. Roofing color should be complementary to the other colors on the home. Missing shingles must be replaced within 30 days after repair is needed, and the replacement shingles must match the existing shingles. No approval is necessary for the replacing or re-shingling of the roof if the material being used is of the same color and style as that on the original roof. Any change in color or style will need approval.
3. Section III, page 13, "Storm Windows" is deleted and the following is substituted:
Exterior storm windows must be complementary to the existing windows and to the style of the home. No approval is necessary for storm windows.

4. Section III, page 13, "Basketball Equipment" is deleted and the following is substituted:
Basketball equipment/goals must be located adjacent to the owner's driveway or in the rear yard. Portable basketball goals may not be placed in a manner which allows for playing in the street anywhere in the community.
5. Section III, page 14, "Fences/Gates" is amended as follows:
Under "Front Yard Fencing" section, the second item, "A decorative chain (single or double) is allowed to be placed along the perimeter of the front yard to outline a front yard (see Attachment A)", is deleted in its entirety, as is "Attachment A".
6. Section III, page 15, "Grills/Barbeque Areas" the following is added:
All grills, permanent or portable, must be located in the rear yard only.
7. Section III, page 16, "Patios" is deleted and the following is substituted:
Patios must be located in the rear yard only. Patios may be constructed of wood, concrete, brick or stone.
8. The effective date of this Resolution shall be this 1 day of September 2011, and shall supersede any previously adopted policy resolution regarding due process.

**MEADOWBROOKE HOMEOWNERS' ASSOCIATION, INC.
RESOLUTIONS ACTION RECORDED**

Resolution Type: Administrative

No. 11-01

Pertaining to: Design & Maintenance Standards

Duly adopted by the Board of Directors through an Action Without A Meeting on

VOTE:

	YES	NO	ABSTAIN	ABSENT
President <u>Carolyn Jenkins</u>	<u>✓</u>	_____	_____	_____
Vice President <u>Jennifer Doores</u>	<u>✓</u>	_____	_____	_____
Treasurer <u>Jennifer Doores</u>	_____	_____	_____	<u>✓</u>
Secretary <u>KL Blay</u>	<u>✓</u>	_____	_____	_____
Board Member <u>Brenda Jenkins</u>	_____	_____	_____	<u>✓</u>

ATTEST:

KL Blay
Secretary

08/10/11
Date

This document was acknowledged before me, a Notary Public, by the members of the Board of Directors of Meadowbrooke Homeowners' Association, known, or proven to be the persons whose are subscribed to this instrument.

FILE:

Book of Minutes - 8/10/2011 (Date)

Book of Resolutions:

Book No. _____ Page No. _____

Policy _____
Administrative _____

Special _____
General _____

Resolution effective September 1, 2011 (Date)

Notary: Judith Pecora

Date: August 10, 2011

My commission expires:

May 31, 2015



MEADOWBROOKE HOMEOWNER'S ASSOCIATION

RULES AND REGULATIONS

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. Some of the conditions which would be considered a violation of the Association Documents would include but not be limited to the following:

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

Tenants should notify the landlord as soon as

2. Mowing

Turf areas need to be mowed at regular intervals. Dumping of debris or lawn clippings on common areas is prohibited. Homeowners who have a sidewalk in front of their home are required to mow the strip of grass between the sidewalk and the street. Sidewalks, ditches, and gutters in front of the lot are to be kept free of debris.

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 runoff. In areas adjacent to the pond or the common areas fertilize in a manner to avoid runoff.

4. Pets

Pet owners shall be responsible for the immediate clean-up and proper disposal of pet waste. Pet waste may not be disposed of in the common areas. No owner shall allow their dog to roam at large in the community (without being leashed), including in the common area.

5. Porches

Porches shall be kept neat and attractive in appearance. Porches shall not be used for storage of items such as toys, gardening tools, storage bins, boxes, etc.

6. Temporary Structures

No structure of a temporary or permanent character such as a trailer, tent, shack, garage, barn, shed or other outbuilding shall be used on any lot at any time as a residence.

7. Basketball Equipment/goals

Basketball equipment/goals must be located adjacent to the owner's driveway or in the rear yard. Portable basketball goals may not be placed so that players are playing in the street on Blake Lane or Oak Shade Road, but are allowed on all other streets in the subdivision. Portable goals must be removed from the street by dusk and stored in an upright position in the driveway.

8. Clotheslines

Clotheslines or similar apparatus are permitted outside a house in the rear yard. Clotheslines are not allowed to be attached in between trees on the property.

9. **Vehicle Parking**

All vehicles must be parked only in areas designated for such purpose and in full conformity with all applicable laws (driveways, streets, garages, etc.). At no time may a front yard be used for parking or storage of a vehicle of any type. Vehicles parked in driveways must not block public sidewalks.

10. **Firewood**

Firewood shall be kept neatly stacked and shall be located to the rear of the property in such a manner as to avoid adverse visual impacts for adjoining properties or the common area. In certain cases, screening may be required. Firewood may not be stacked on common areas. Firewood piles must contain firewood only, no debris. Firewood may not be stacked against a home.

11. **Rain Barrels**

Rain barrels are permitted and must be placed in the rear yards. Rain barrels are not permitted in front yards.

12. **Trash**

When outside, all trash must be placed in containers or trash cans manufactured for trash storage purposes. Paper products or plastic bags are not suitable for outside trash storage. Trash cans or containers must be stored out of view of the street or adjoining properties at all times, except on scheduled pickup days. Containers should be placed out at curbside at the earliest the night before pick up days and should be retrieved no later than the evening of the pickup day. Storage of trash cans or containers in front or alongside of garages or the home is prohibited. Each resident is responsible for picking up litter on his property.

No accumulation or storage of inoperable equipment or trash of any kind shall be permitted on any lot. Lots shall be maintained in a neat and attractive manner, so as not to detract from the appearance of the entire property.

13. **Winter Holiday Decorations**

Winter holiday decorations must be removed from the exterior of lots by the last day of January.

14. **Open Spaces**

No motorized vehicles (minibikes, motorcycles, mopeds, ultralights, all terrain vehicles, go carts, etc.) are permitted on any open space, streets or within areas of construction. No boats of any type, rafts, floats, or other water flotation devices are permitted in the lake. Fishing from lake bank is permitted for residents only. No swimming or wading in lake is permitted.

15. **Common Area Hours**

The HOA Board has approved closing the common area at night and new signs will be installed indicating the common area is only open dusk to dawn. Surrounding neighbors are encouraged to report such activity to 911 and indicate the common areas have posted hours.

16. **Gravel Driveways**

Anyone who has a gravel driveway must clean the gravel off of the street at the end of the driveway and the sidewalk.

17. **Untagged Vehicles**

All vehicles parked in the community, whether running or not, must be registered and tagged. This includes vehicles parked in a driveway or in the rear yard. Untagged or expired licensed vehicles and motorized equipment may not be stored on lot unless stored in garage.

18. **Nuisances**

No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

MEADOWBROOKE HOMEOWNERS' ASSOCIATION
POLICY RESOLUTION NO. 11-01
AMENDMENT TO THE DESIGN & MAINTENANCE STANDARDS

WHEREAS, Article IV, Section 1. of the By-Laws of the Meadowbrooke Homeowners' Association, Inc. ("Association") states that the affairs of the Association shall be managed by a Board of Directors; and

WHEREAS, Article VII, Section 1(c) of the By-Laws of the Association assigns to the Board of Directors the power to exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the Membership; and

WHEREAS, Part E, Section 5, third paragraph of the Amended Covenants and Restrictions, Meadowbrooke, All Sections, provides for enforcement of the covenants and restrictions by the Association and/or the estate owners, including the ability to assess monetary charges; and

WHEREAS, Section 55-513 A of the Virginia Property Owners' Association Act ("Act") grants the Board of Directors of the Association the power to establish, adopt, and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the Association, except where such responsibility is reserved to the membership; and

WHEREAS, Certain issues regarding the Homeowners' Association Design & Maintenance Standards have arisen, necessitating that amendment and/or clarification of the standards be made;

NOW, THEREFORE BE IT RESOLVED THAT the following Amendments to the Homeowners' Association's Design & Maintenance Standards have been duly presented to and reviewed by the Board of Directors and are hereby approved and adopted.

1. **Section III, page 11, "Doors – Storm"** is deleted and the following is substituted:
No approval is necessary for the installation or replacement of storm doors if the storm door is the same color as the entry door or surrounding trim. Any other color will need approval.
2. **Section III, page 12, "Roof"** is deleted and the following is substituted:
Roofs shall be the same on all sides of the residence. Roofing color should be complementary to the other colors on the home. Missing shingles **must** be replaced **within 30 days** after repair is needed, and the replacement shingles must match the existing shingles. **No approval is necessary for the replacing or re-shingling of the roof if the material being used is of the same color and style as that on the original roof. Any change in color or style will need approval.**
3. **Section III, page 13, "Storm Windows"** is deleted and the following is substituted:
Exterior storm windows must be **complementary to the existing windows and to the style of the home. No approval is necessary for storm windows.**

4. **Section III, page 13, "Basketball Equipment"** is deleted and the following is substituted:
Basketball equipment/goals must be located adjacent to the owner's driveway or in the rear yard. Portable basketball goals may not be placed **in a manner which allows for playing in the street anywhere in the community.**
5. **Section III, page 14, "Fences/Gates"** is amended as follows:
Under "Front Yard Fencing" section, the second item, **"A decorative chain (single or double) is allowed to be placed along the perimeter of the front yard to outline a front yard (see Attachment A)"**, is deleted in its entirety, as is "Attachment A".
6. **Section III, page 15, "Grills/Barbeque Areas"** the following is added:
All grills, permanent or portable, must be located in the rear yard only.
7. **Section III, page 16, "Patios"** is deleted and the following is substituted:
Patios **must** be located in the rear yard **only**. Patios may be constructed of wood, concrete, brick or stone.
8. The effective date of this Resolution shall be this 1 day of September 2011, and shall supersede any previously adopted policy resolution regarding due process.

**MEADOWBROOKE HOMEOWNERS' ASSOCIATION, INC.
RESOLUTIONS ACTION RECORDED**

Resolution Type: Administrative

No. 11-01

Pertaining to: Design & Maintenance Standards

Duly adopted by the Board of Directors through an Action Without A Meeting on

VOTE:

	YES	NO	ABSTAIN	ABSENT
President <u>Carolyn Jenkins</u>	<u>✓</u>	_____	_____	_____
Vice President <u>[Signature]</u>	<u>✓</u>	_____	_____	_____
Treasurer <u>Jennifer Doores</u>	_____	_____	_____	<u>✓</u>
Secretary <u>[Signature]</u>	<u>✓</u>	_____	_____	_____
Board Member <u>Brenda Jenkins</u>	_____	_____	_____	<u>✓</u>

ATTEST:

[Signature]
Secretary

08/10/11
Date

This document was acknowledged before me, a Notary Public, by the members of the Board of Directors of Meadowbrooke Homeowners' Association, known, or proven to be the persons whose are subscribed to this instrument.

FILE:

Book of Minutes - 8/10/2011 (Date)

Book of Resolutions:

	Book No.	Page No.
Policy _____		
Administrative _____		
Special _____		
General _____		

Resolution effective September 1, 2011 (Date)

Notary: Judith Pecora

Date: August 10, 2011

My commission expires:
May 31, 2015



Amendment to Design & Maintenance Standards for Sheds and Garages

11/15/17

Garages

New garage additions may be no higher than the height of the existing house and must utilize siding and roofing materials that match the existing home. The roof pitch must match the existing house. Free-standing garage additions may not have plumbing fixtures installed or be used as living quarters. Expansion or additions to existing garages is prohibited.

Sheds

Lot size $\frac{1}{2}$ acre or less: 12'x12' or smaller shed may be installed

Lot size larger than $\frac{1}{2}$ acre 12'x16' or smaller may be installed

Sheds must be made of materials consistent with the existing home and utilize shingles and siding that match the home. Roof style and slope must be consistent with that of the home. No metal or polypropylene sheds will be approved. Sheds are limited to two (2) per Lot. If a carport or a free standing garage already exists on the Lot, only one shed may be on the Lot in addition to this.