

VILLAS AT THE RIDGES OF WARRENTON

COMMUNITY GUIDELINES

Revised July 2021

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SECTION I

INTRODUCTION

The Villas at the Ridges of Warrenton were planned and designed to be an upscale community with high standards of appearance and general conformity. Maintaining this vision requires some measure of standardization and enforcement of the Condominium By-Laws, which preclude actions/events that might tend to degrade overall community standardization and ensure conformance with the By-laws and planned community design.

BY-LAWS

The authority for maintaining the quality of design in the community is founded in the By-laws, which are a part of the deed to every property. These By-laws establish both a Condominium Owners Association and the necessary committees. The By-laws are binding on all homeowners/tenants, current and future, and need to be fully understood by each owner/tenant. Virginia Law requires an Estoppels Certificate to be completed and issued to your settlement attorney prior the closing of the sale on your home (see Section X).

ARCHITECTURAL ADVISORY COMMITTEE (AAC)

One of the committees established by the Association is an Architectural Advisory Committee. Its members are guided by the responsibilities outlined in the Architectural Advisory Committee Charter attached as **Exhibit A**.

OBJECTIVES

The overall objective of this document is to serve as a guide to both the members of the AAC and unit owners/tenants in maintaining a carefully designed environment. These guidelines and standards address improvements for which unit owners will most often submit applications to the AAC. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community.

Specific objectives of this manual are:

- 1) To assist homeowners/tenants in preparing an acceptable application to the AAC.
- 2) To increase homeowners/tenants awareness and understanding of the By-laws.
- 3) To describe the organization and procedures involved with the architectural standards established by the By-laws.
- 4) To provide uniform guidelines to be used by the AAC in reviewing applications.

SECTION II

ARCHITECTURAL MODIFICATIONS

All improvements, alterations, repairs, excavations, changes of exterior paint colors, changes in grade, or other work which in any way alters the exterior appearance of any unit or opportunity zone, either permanently or temporarily, must be approved by the Board of Directors. This approval occurs by the unit owner submitting an application through the Villas Management Company to the AAC. The AAC reviews the application and makes recommendations for approval/disapproval to the Board of Directors. Once a plan is approved, it must be followed. Any subsequent modification must be approved by reapplying to the AAC unless otherwise stated in this document.

Each application is reviewed on an individual basis. (See-Article VI Section 7 of the By-laws).

Application procedures and format are addressed in Section IV of this document.

SECTION III.

ARCHITECTURAL SUBMISSION FORMAT

The Villas Architectural Improvement Request Form which is attached as **Exhibit B** and/or available at the Villas' Community web-site, must be used for all applications. Generally, the following items must be a part of every application.

SITE PLAN. A site plan is most easily prepared by submitting a copy of the house location plat. Proposed changes should be indicated including dimensions within the allowed 12 foot "opportunity zone". Generally, this area may be used only for invisible fences, sunrooms, decks, screen porches and patios subject to approval by the BoD. All patio or deck railings installed shall be white baked-on metal or white PVC material. Some properties occupied before Dec 31, 2005 have decks supplied by the original builder that do not comply with these material standards. These units must be brought into compliance at the time of first replacement.

MATERIAL AND COLOR. Specify materials to be used. Siding, windows, framing, and roofing material must match the original unit construction.

DRAWINGS AND PHOTOGRAPHS. A graphic description should be provided, and may be in the form of manufacturer's literature or photographs as well as free hand drawings. The amount of detail should be consistent with the complexity of the proposal. If appropriate, plans or provisions for landscaping, grading, excavating, etc. should be shown as they affect the applicant's unit and/or adjacent units. In any case, the sketch or photograph must be accompanied by a written description.

REVIEW PROCEDURES

All applications should be submitted to the Villas management company. The applications will be reviewed for completeness. If the application is complete, the review process may begin. If not, the application will be returned to the homeowner for additional information. The AAC and BoD have forty-five (45) days to review the application. The decision of the BoD will be sent to the applicant's address by the management company. If the BoD does not answer the request within 45 days from the date received by the Villas management company it shall be deemed to have been approved as submitted. The committee will meet as necessary to review applications and provide a written recommendation to the BoD within the 45 day time frame.

APPEAL OF AN AAC DECISION

An appeal procedure exists in the event a homeowner disagrees with the BoD's decision. To initiate the appeals process, the applicants or other affected residents must submit a written request for an appeal within 20 days of the applicant receiving the decision. The Board of Directors will conduct a hearing on each appeal.

SECTION IV.

AAC REVIEW CRITERIA

The AAC evaluates all submissions on the individual merits of each application. The following criteria represent, in more specific terms, the general standards that will be used in reviewing and evaluating such application and design.

VALIDATION OF CONCEPT. The basic idea must be sound and appropriate to its surroundings.

DESIGN COMPATIBILITY. The proposed improvement must be compatible with the architectural characteristics of the condominium community. Compatibility is defined as architectural style, quality of workmanship, use of similar materials and construction details to the original structure.

LOCATION AND IMPACT ON THE VILLAS COMMUNITY. The proposed alterations should relate favorably to the landscape, the existing structure and the condominium community. You are required to obtain the signatures of two property owners adjacent to your unit. Your neighbors' signature indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

COLOR. The color used must be the same as those used on the existing exterior. **Exhibit C** reflects authorized color schemes for all condominium units.

MATERIALS. Continuity is established by using the same materials that were used during the initial construction of the unit. Decks must be constructed with pressure-treated lumber or white vinyl/PVC material.

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 community. Damage done to the common area and/or neighbors' unit/opportunity zone shall be repaired as soon as possible, but not later than the completion of the project and shall be the responsibility of the owner of the improved property.

TIMING. Projects must commence within 6 months of the approved date and completed within 12 months.

SECTION V

Community Standards

The AAC will conduct an annual evaluation to determine if these standards need to be amended.

- 1) Fences: No fencing, with the exception of "invisible fencing" in the opportunity zone, can be used to separate property, provide security/privacy, or architecturally define space. No front yard fences will be allowed. Refer to Article XI, Section 1 "o" of the By-laws.
- 2) Storage Sheds: No storage sheds are permitted. Refer to Article XI, Section 1 "o" of the By-laws.
- 3) Patios and Decks: Patios and decks will be located in the "Opportunity Zone" only. When patio or deck schemes include other exterior changes, such as lights, plantings, etc, other appropriate sections of these guidelines should be consulted prior to application.
 - a. Decks: All deck railing shall be white and may consist of pressure treated lumber painted white or white PVC material. Applications must include a site plan showing size of deck, location, as it relates to the "Opportunity Zone," and description/details of the railings, posts, stairs, steps, trellises, etc... Include the height of the deck off the ground as required to provide ample details about the proposal.
 - b. Patios: All patios, whether consisting of concrete or pavers, require AAC approval.
 - c. Screened Porches: Screened Porches require AAC approval.
- 4) Arbors, Trellises, Privacy Screen/Lattice: Arbors are not allowed in front yards. Trellises used to cover electrical meters are subject to approval by the AAC. Lattice privacy screening on decks is subject to approval by the AAC. At a minimum, lattice work, must be incorporated as a part of the overall deck design and connected to the unit. Lattice work may not be installed in place of deck railing. Lattice work must be painted white to match the deck railing.
- 5) Storm and Screen Doors/Windows: All storm doors must be approved by the AAC. No plastic covering will be permitted on exterior (outside) doors or windows.
 - a. Doors: Front storm doors must be full view, uncolored glass and without

ornamentation such as, but not limited to, scallops, scrolls, and imitation gate hinges. Storm or screen doors must be painted the same color as the surrounding wood trim. **(Refer to Exhibit C).**

- b. Storm and screen window frames must match the trim of the house. White replacement windows will be allowed. Screens must match the window trim. Window screens are the responsibility of the owners.
 - c. Window treatments (draperies, curtains, blinds, shades etc.) visible from the exterior of the unit shall be white or off-white in color unless amended by rules promulgated by the Board of Directors.
- 6) Sun Control Devices: Awnings, trellises or other sun control devices must be approved by the AAC.
 - 7) Recreation and Play Equipment: Homeowners often express interest in swing sets, basketball hoops, playhouses, etc. The guidelines are provided to reconcile the need for play equipment with the goal of minimizing its visual impact on the community. ALL play equipment must be stored inside the unit. No basketball hoops, above ground pools, outbuildings, or portable/permanent play-sets may be placed or installed on any portion of the unit owner's property. Any and all toys must be stored in the unit when not in use, including kiddy/inflatable pools. DO NOT LEAVE bikes and other toys in the front areas of the unit or on the front porch overnight or after dark.
 - 8) Major Exterior Changes: Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to, construction of screened porches, decks, or other additions to the home. More specifically, 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 of the applicant's house. New windows and doors should be match the type used in the applicant's house and should be located in a manner which will relate well to the location of the exterior openings in the existing house.
 - 9) Antennas/Satellite Dishes: Refer to Article XI, Section 1 (s) of the By-laws.
 - 10) Outside Lighting/Electronic Insect Traps: Electronic lighting should be chosen so as not to light up any area beyond the "Opportunity Zone." Electronic insect traps shall not be installed 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 occupied by the owner or his/her guests.
 - 11) Exterior Painting: All exterior color changes must be in accordance with the Villas at the Ridges of Warrenton Color Scheme (Exhibit C). Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other exterior structures.
 - 12) Flagpoles: Homeowners wishing flagpole staffs, which do not exceed 6 feet in length, and are attached at an incline to the front wall or pillar of the unit, need not submit an application. A ground mount for one small flag, not to exceed 36" above the ground, need not submit an application.

- 13) Barbecue Grills: Barbecue grills should be placed in the rear of the house in the "Opportunity Zone" or stored inside the unit when not in use.
- 14) Compost Piles: Compost piles are not permitted.
- 15) Clotheslines: Clotheslines are prohibited.
- 16) Gutters and Downspouts: Gutters and downspouts must match those in the existing site plan.
- 17) Trash Cans: Trash shall be collected and stored in covered trash receptacles and not solely in plastic bags. The storage of trash cans and/or recycling bins in the front of any unit is prohibited. Containers shall not be placed on the curb for pickup earlier than 7:00pm on the evening prior to the day of pick-up. Trash receptacles shall not remain in public view except on days of trash collection. No accumulation or storage of litter or trash shall be permitted.
- 18) Real Estate Sales/Rent and Miscellaneous Signs: Except for those signs related to real estate sales and construction, no sign, advertisement, or message, other than for identification purposes, shall be displayed which offers or implies commercial or professional services. Real estate signs must meet County/Town regulations with respect to size and content. Signs may only be placed in the front yard of the property advertised or the common area curb grass in front of the property. Homeowners will be limited to one sign per property. All signs must be removed within 72 hours of contract acceptance. Real estate open house signs will be permitted on common property only between Saturday 9:00 AM to Sunday 5:00 PM.
- 19) Landscaping and Gardens: Unit owners may plant small gardens in the "Opportunity Zone" as long as they maintain the plant beds.

SECTION VI

COMPLIANCE

Legal Proceedings: Non-compliance with any of the community standards as described in Section VII shall be grounds for relief which may include, without limitation, an action to recover any sums due for money damages, injunctive relief, foreclosure of the lien for payment of all assessments, any other relief provided for in the By-laws or any combination thereof and any other relief afforded by a court of competent jurisdiction, all of which relief may be sought by the Unit Owners Association, the Board of Directors; the Managing Agent, or, if appropriate by an aggrieved Unit Owner.

In the event any Community standard of the Villas at the Ridges of Warrenton Association is violated, the owner shall be notified of the violation by telephone, e-mail or first class U.S. mail by the property management company.

If the owner is a non-resident, a copy of the violation notice shall also be sent to the tenant, at the unit address, by first class mail.

The owner shall have the right to appeal any violation citation. The owner's request for appeal must be submitted in writing to, and received in the offices of the management

Agent within twenty (20) days of receipt of the violation notice.

In the event the owner does not bring the violation into compliance within twenty (20) days, or submit a request for appeal within twenty (20) days of the date of receipt of the violation, the Board of Directors may proceed with enforcement procedures as indicated in the By-laws.

In any instance where the violation presents a health or safety hazard, the Management Agent may take immediate action, at the owner's expense, to correct the violation. Notification to the owner of the action taken and the costs incurred will be made by certified mail, return receipt requested.

Delay of BoD enforcement of any community standard as described in Section VI shall in no event be deemed a waiver of the right to do so thereafter.

Further amplification of compliance and default may be found in Article X of Appendix II of the By-laws of the Unit Owners Association of Villas at the Ridges Condominium, Warrenton, Virginia.

SECTION VII

GENERAL MAINTENANCE GUIDELINES

Each unit owner is responsible to keep their unit and its exterior siding, roofing, windows, doors, decks, equipment, light fixtures, and other accessories clean and in good order, condition and repair. **(See Exhibit D)**. The unit owner shall do all decorating, painting and varnishing which may, at any time, be necessary to maintain the good appearance and condition of his unit. All exterior painting, varnishing, roof repairs must be made in accordance with the Color Schemes in **Exhibit C** and must be submitted to the AAC for approval by the Board of Directors. Exterior maintenance affects the visual character and economic values of the property and neighborhood, and, in some cases, safety.

MOWING/LANDSCAPE MAINTENANCE

The Board of Directors is responsible for all landscape maintenance (mowing, edging & mulching) and the repair and replacement of all of the common elements. Unit owners are responsible for weeding their flower beds and should not allow weeds to overtake the beds. In addition, only perennial and/or annual flowers and shrubs will be planted in the flower beds. In no case should plants or shrubs be allowed to grow above the bottom of the exterior, first floor window ledge.

LAWN & GARDEN FERTILIZATION

The Board of Directors is responsible for the fertilization of all yards, once in the spring and once in the fall. Unit Owner's are responsible for fertilization of flowers/shrubs planted in the flower beds. Refer to Appendix II of the By-laws, Exhibit A. Owners are encouraged to water their lawns, when necessary.

EROSION CONTROL

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.

SECTION VIII

PET CONTROL

The maintenance, keeping, boarding and/or raising of animals, livestock, poultry or reptiles of any kind regardless of number, shall be and is prohibited within any Unit or upon the Common Element. The keeping of small, orderly, domestic pets (dog, cat, or caged bird) is permitted, subject to the Rules of and Regulations adopted by the Board of Directors and in compliance with applicable Fauquier County Ordinances; provided, however, that such pets are not kept or maintained for commercial purposes or for breeding and shall not cause or create a nuisance, noise or unreasonable disturbance to other residents.

The Board of Directors has adopted specific rules and regulations governing pets. They are as follows:

- 1) The Board of Directors has extended permission to the County Animal Warden to enforce all applicable portions of the County Ordinance in regard to all animals and pets within the common areas.
- 2) Owners and all other persons who are owner and/or custodians of pets shall not allow such pet to run at large in the Villa's At the Ridges. A dog or cat shall be deemed to run at large while roaming, running or self-hunting or when not restrained by a dependable leash and controlled by a responsible person as defined by County Ordinance.
- 3) All pets must have appropriate shots, licenses and tags, as required by County Ordinance.
- 4) Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited. Kitty litter shall be disposed of in a tightly sealed plastic bag and placed at curbside on normal trash collection days.
- 5) Resident or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the community. Actions, which may constitute a nuisance include, but are not limited to: barking, crying, scratching or being hygienically offensive.
- 6) Pets shall not be unattended while chained or leashed on any common area.
- 7) Pet owners shall incur any and all costs for repairing damage to common areas caused by their pet(s).
- 8) Residents should report any violation of the above items to the County Animal Control.
- 9) The association may assess charges against an owner for violations of these rules.

SECTION IX

VEHICLE CONTROL

No commercial vehicles, trucks, buses, trailers, campers, recreational vehicles, or boats may be kept or parked overnight upon any portion of the Property without the written approval of the Board of Directors. Commercial vehicles are defined as: any vehicle having commercial tags, commercial lettering, working equipment attached to the vehicle, such as ladder or racks. All commercial vehicles must be parked inside a garage, not on the street, and not on your driveway. No vehicle shall remain on the Condominium premises unless it has current state license plates, town or county sticker and inspection sticker. Major repairs to vehicles of any kind shall not be permitted upon the Condominium property.

The Board of Directors has adopted specific rules and regulations regarding vehicles. They are as follows:

- 1) No unlicensed vehicles, including but not limited to motorized bicycles, motorcycles, mini-bikes, go-carts, etc. shall be operated on or parked upon any common area of the Villa's at the Ridges.
- 2) Garage spaces shall only be used for the storage of vehicles and other types of items normally stored in garages in residential neighborhoods. Garages may not be converted into living space or to any other primary use other than the parking of vehicles.
- 3) The only authorized parking locations on the Condominium property are garages, driveways or designated surface parking spaces—NO PARKING IS AUTHORIZED ON THE STREET.
- 4) Minor repairs begun on vehicles by an owner or his assigned agent, while on any area, must be completed within 48 hours from the starting time of the repair. Major repairs (including but not limited to engine, transmission or any overhaul) are prohibited.
- 5) Dumping, disposal of leaks of oil, grease, or any other chemical, residual substances, or any type (and as a result of the repair, maintenance, or carelessness) are not permitted on any common area. Disposal must conform to environmental regulations.
- 6) The dumping of motor oil and other petroleum products into the storm sewers is a direct violation of the State Water Control Law and may lead to civil penalties and clean-up costs for the responsible person(s).
- 7) All motor vehicles shall not exceed the speed limit of 15mph while operated in the common area streets.
- 8) All motor vehicles (including motorcycles) shall be operated on paved street areas only. Powered wheelchairs are the only motorized vehicles permitted on walking paths.
- 9) Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or storage of any

- combustible, dangerous or otherwise hazardous material on common areas regardless of the type of container.
- 10) Parking of motor vehicles with commercial lettering, including but not limited to vans, trucks, taxicabs, buses, or cars are prohibited in the Villa's at the Ridges.
 - 11) Non-resident owners may not use the parking areas for the storage of any vehicle, including but not limited to motorcycles, boats, trailers, campers, etc.
 - 12) Operation of any motor vehicle in violation of the Code of Virginia, as amended, is prohibited. Consent is hereby given by the Board of Directors to all appropriate law enforcement officers who are hereby empowered to enforce all motor vehicle laws in the streets and common areas of the Villa's at the Ridges.
 - 13) Vehicles parked on property must be in compliance with Commonwealth of Virginia and Fauquier County laws. Violations of this rule shall result in the posting of Notice on the vehicle directing removal of the vehicle or correction of the violation within five (5) days. All actions shall be coordinated with the Fauquier County Sheriff's Office or Town of Warrenton Police Department in accordance with the applicable requirements of the Code of Virginia as amended.
 - 14) All vehicles parked on any area in public view must be maintained in acceptable state of repair to meet the following conditions;
 - a. Powered vehicles must be maintained in operating condition.
 - b. Tire supporting vehicles on common streets must be inflated at all times to within 10 pounds per square inch of the manufacturer's recommended pressure so that they can be moved in the event of an emergency.
 - c. Recreational Vehicles to include, but not limited to, motor homes, boats, travel or camping trailers shall not be kept in public view on any lot in the common areas or parking areas. These vehicles are restricted to closed garages only.
 - d. The Board of Directors shall be empowered to have vehicles which are in violation and any vehicles as defined in the Code of Virginia, as amended, removed from the common areas, at owner's risk and expense, provided proper notification has been given to the owner.

SECTION X

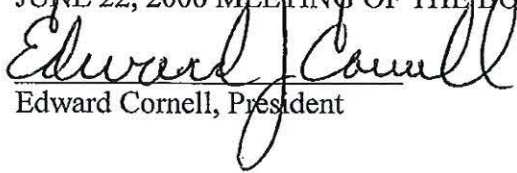
ESTOPPELS CERTIFICATE

An Estoppels Certificate is required by the AAC and Virginia law to be completed and issued to your settlement attorney prior to the closing of the sale on your home. This certificate provides information on the current status of assessment payments and on the existence of any architectural violations. The Estoppels Certificate helps to protect the future buyer against unknown problems with past owners' architectural changes or past-due assessments. If everything is in order, it also protects the seller from potential lawsuits involving violations of the Covenants by subsequent owners.

SECTION XI

EXHIBITS A-D: Attached

ADMINISTRATIVE RESOLUTION NO. 3, VILLAS AT THE RIDGES OF WARRENTON
COMMUNITY GUIDELINES WAS DULY ADOPTED BY A UNANIMOUS VOTE AT THE
JUNE 22, 2006 MEETING OF THE BOARD OF DIRECTORS.


Edward Cornell, President

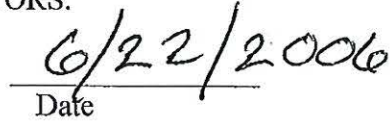

Date

EXHIBIT A

**VILLAS AT THE RIDGES CONDOMINIUM ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2**

ARCHITECTURAL ADVISORY COMMITTEE CHARTER

WHEREAS, Article 3, Section 2 of the Bylaws grants the Board of Directors all powers necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things that are not by the Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association; and,

WHEREAS, Article VI, Section 7 of the Bylaws states that no unit owner shall make any structural addition, alteration or improvement in or to his unit without prior written consent of the Board of Directors; and,

WHEREAS, Article III, Section 2 (i) of the Bylaws grants the Board the authority to enforce by legal means the provisions of the Declaration, these Bylaws and the Rules and Regulations, and act on behalf of the Unit Owners;

NOW THEREFORE, be it resolved that an Architectural Advisory Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Architectural Advisory Committee is to make recommendations to the Board of Directors on all applications, modifications or improvements to any lot as dictated by article VI of the Declaration of Covenants, Conditions and Restrictions.

The Architectural Advisory Committee shall not have the power to approve the plans for any improvement that violates any of the express provisions of the Declaration, any supplemental Declaration applicable thereto, or any provision of the Community Guidelines without the express approval of the Board of Directors. Approval of an application is not final until issuance of necessary permits by the town of Warrenton. In all other respects, the Advisory Committee may exercise its sole discretion in determining whether to recommend approval, or disapproval of any plans, including without limitation, the location of an improvement on a lot.

In addition to acting on applications for modifications or improvements, the Architectural Advisory Committee is expected to provide the Board of Directors with recommendations regarding:

- o Revisions to the AAC Charter and Community Guidelines (as defined herein),
- o Enforcement procedures for violations as defined in Section VI of the AAC Guidelines,

- o Due process procedures for hearings and appeals,
- o Hearings and appeals relative to modifications, alterations or use of the Property.

B. ELIGIBILITY

The Board of Directors shall appoint at least (3) persons to the Architectural Advisory Committee and shall have the right to appoint all members of the Architectural Advisory Committee with the power of removal and substitution. Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Villas at the Ridges Condominium. However, the Board of Directors reserves the discretionary authority to appoint professional consultants to serve as members of the committee at the expense of the Association.

C. APPOINTMENT AND TERMS

Available committee seats will be advertised at least thirty days prior to appointment. Recruitment of candidates may be done through the website, mailings, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented. Joint owners of a unit may serve on the committee, but only one vote per unit can be cast on issues before the committee.

Interested homeowners must submit a written request for appointment to the community management company. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In Order to appropriately staggered committee terms, the Board shall initially appoint three members for a one-year term and two members for a two-year term. Thereafter, committee members will be appointed for two year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

D. REMOVAL

The Board of Directors may remove any committee member, including the chairperson, at any time.

The committee may make recommendations to the Board of Directors regarding the removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the committee. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the web site. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In addition, the Chairperson is responsible for responding within seven (7) calendar days to committee e-mail messages forwarded from the web site.

F. MEETINGS

Committee meetings shall be held in the home of a committee member or Board member or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed on the web site and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the community management company at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is five (5). A majority of the members shall be three(3). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting (one vote per unit on the committee per Article II, Section 9 of the By-Laws) shall be conducted in open session

All committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed and answer any questions the Board may have regarding committee assignments.

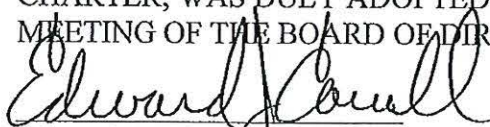
The committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the committee will provide accurate and timely information about its activities for publication on the web site and other communications vehicles of the Association. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of and at the direction of the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

ADMINISTRATIVE RESOLUTION NO. 2, ARCHITECTURAL ADVISORY COMMITTEE CHARTER, WAS DULY ADOPTED BY A UNANIMOUS VOTE AT THE JUNE 22, 2006 MEETING OF THE BOARD OF DIRECTORS.


Edward Cornell, President

6/22/2006
Date

EXHIBIT B

ARCHITECTURAL IMPROVEMENT REQUEST FORM
VILLAS AT THE RIDGES CONDOMINIUM ASSOCIATION

To: Architectural Review Board
Villas at the Ridges Condominium Association
c/o ARMI
P. O. Box 3413
Warrenton, VA 20188

Email: HOA@ARMIVA.COM
Fax: 540-347-1900

From: _____

Address: _____

Phone: _____

Email: _____

Directions:

The Declaration of Covenants requires that you submit to the Architectural Review Board for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Board, your application must include detailed information describing the proposed change (typically, plans, and specifications including sketches, photos, catalog illustrations, etc.) **Make sure your application is complete.** An application submitted without all required submissions will be considered incomplete. In such case, the review period for the Architectural Review Board will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from ARMI prior to submission of an application. For easier review, please limit one improvement per application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Architectural Review Board)

ESTIMATED COMPLETION DATE OF CONSTRUCTION: _____

Owners' Acknowledgements:

I/we understand and agree (please initial):

1. ____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. ____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county/town in which the property is located.
3. ____ that there are deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Board; any variation from the original application must be resubmitted for approval.
4. ____ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
5. ____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
6. ____ that it is my responsibility and obligation to obtain and comply with all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable City, Town, or County ordinances, building, and zoning codes.
7. ____ that I am responsible for any damage and all cost to repair greenspace, adjoining property (including common area), or injury to third persons that results from the proposed modification.
8. ____ that I shall assume full responsibility for all landscaping, grading, and / or drainage issues relating to the improvements.
9. ____ that I have read the Community Guidelines and agree that all work performed will be in compliance with those guidelines.

Owner/Applicant Signature _____ Date: _____

Co-Owner/Application Signature _____ Date: _____

Neighbor's Acknowledgement:

You are required to obtain the signatures of three (3) owners whose lots are impacted by your requested architectural change. Signature by your neighbors indicates an awareness of your proposed change but ***does not*** constitute approval or disapproval on their part.

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

Required Attachments: You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.

1. Plat/survey of your property. Indicate the location of the proposed change(s) on the plat.
2. Manufacture's brochure, sketch (overhead and side view), and/or photograph showing the design/style of the proposed change(s).
3. Indicate the color/finish. Include color samples if applicable.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement. (If not provided, application will be returned pending additional information).

TO: Homeowner
FROM: Board of Directors

Your request for architectural change is hereby Approved / Disapproved

If disapproved, for the following reason(s): _____

EXHIBIT C

REVISED EXHIBIT C

THIS CHART REPRESENTS THE COLOR STATUS AS OF JULY 2021. EXISTING DOOR/SHUTTERS THAT HAVE A COLOR INCONSISTENT WITH THE DESIGNED COLOR ARE GRANDFATHERED. WHEN A GRANDFATHERED DOOR/SHUTTERS REQUIRES PAINTING, THE DESIGNED COLOR MUST BE USED.					
STREET	#	VV0#	UNIT	COLOR	PLANNED (MCCORMICK)
Amber	155	VV03	A	Old Colonial Red	Cobblestone Grey
Amber	159	VV03	B	Quarry Grey	Old Colonial Red
Amber	163	VV03	C	Hearthstone	Quarry Grey
Amber	179	VV03	D	Hearthstone	Georgetown Green
Amber	178	VV01	A	Georgetown Green	Old Colonial Red
Amber	183	VV01	B	Old Colonial Red	Foxhall Green
Amber	187	VV01	C	Foxhall Green	Carolina Slate
Amber	191	VV01	D	BLACK	Hearthstone
Amber	211	VV02	A	Georgetown Green	Georgetown Green
Amber	215	VV02	B	Old Colonial Red	Old Colonial Red
Amber	219	VV02	C	Hearthstone	Foxhall Green
Amber	220	VV01	D	Hearthstone	Hearthstone
Amber	224	VV01	C	BLACK	Carolina Slate
Amber	228	VV01	B	Foxhall Green	Foxhall Green
Amber	232	VV01	A	Old Colonial Red	Old Colonial Red
Amber	235	VV03	D	Hearthstone	Georgetown Green
Amber	239	VV03	C	Quarry Grey	Quarry Grey
Amber	243	VV03	B	Old Colonial Red	Old Colonial Red
Amber	247	VV03	A	Cobblestone Grey	Cobblestone Grey
Amber	267	VV01	D	Hearthstone	Hearthstone
Amber	271	VV01	C	Carolina Slate	Carolina Slate
Amber	275	VV01	B	Foxhall Green	Foxhall Green
Amber	279	VV01	A	Old Colonial Red	Old Colonial Red
Amber	236	VV02	D	Carolina Slate	Carolina Slate
Amber	240	VV02	C	Foxhall Green	Foxhall Green
Amber	244	VV02	B	Old Colonial Red	Old Colonial Red
Amber	248	VV02	A	BLACK	Georgetown Green
Amber	284	VV03	D	Hearthstone	Georgetown Green
Amber	288	VV03	C	Carolina Slate	Quarry Grey
Amber	292	VV03	B	Old Colonial Red	Old Colonial Red
Amber	296	VV03	A	Cobblestone Grey	Cobblestone Grey
Amber	304	VV01	D	Hearthstone	Hearthstone
Amber	308	VV01	C	Carolina Slate	Carolina Slate
Amber	312	VV01	B	Hearthstone	Foxhall Green
Amber	316	VV01	A	Old Colonial Red	Old Colonial Red

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7/21/2021

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STREET	#	VV0#	UNIT	COLOR	PLANNED (MCCORMICK)
Amber	283	VV02	D	Hearthstone	Carolina Slate
Amber	287	VV02	C	Foxhall Green	Foxhall Green
Amber	291	VV02	B	Old Colonial Red	Old Colonial Red
Amber	295	VV02	A	Hearthstone	Carolina Slate
Amber	303	VV03	D	Georgetown Green	Georgetown Green
Amber	307	VV03	C	Carolina Slate	Quarry Grey
Amber	311	VV03	B	Old Colonial Red	Old Colonial Red
Amber	315	VV03	A	Cobblestone Grey	Cobblestone Grey
Amber	325	VV01	D	Hearthstone	Hearthstone
Amber	329	VV01	C	Carolina Slate	Carolina Slate
Amber	333	VV01	B	Foxhall Green	Foxhall Green
Amber	337	VV01	A	Old Colonial Red	Old Colonial Red
Garnet	244	VV01	D	Carolina Slate	Hearthstone
Garnet	248	VV01	C	Georgetown Green	Carolina Slate
Garnet	252	VV01	B	Old Colonial Red	Foxhall Green
Garnet	256	VV01	A	Foxhall Green	Old Colonial Red
Garnet	245	VV02	A	Hearthstone	Georgetown Green
Garnet	249	VV02	B	Old Colonial Red	Old Colonial Red
Garnet	253	VV02	C	Carolina Slate	Foxhall Green
Garnet	257	VV02	D	BLACK	Carolina Slate
Lapis	165	VV02	D	Carolina Slate	Carolina Slate
Lapis	161	VV02	C	Hearthstone	Foxhall Green
Lapis	157	VV02	B	Foxhall Green	Old Colonial Red
Lapis	153	VV02	A	Old Colonial Red	Georgetown Green
Lapis	152	VV03	D	Old Colonial Red	Georgetown Green
Lapis	156	VV03	C	Carolina Slate	Quarry Grey
Lapis	160	VV03	B	Old Colonial Red	Old Colonial Red
Lapis	164	VV03	A	Cobblestone Grey	Cobblestone Grey
Moonstone	202	VV02	A	Old Colonial Red	Georgetown Green
Moonstone	198	VV02	B	Georgetown Green	Old Colonial Red
Moonstone	194	VV02	C	Foxhall Green	Foxhall Green
Moonstone	190	VV02	D	Carolina Slate	Carolina Slate
Onyx	203	VV01	D	Carolina Slate	Hearthstone
Onyx	188	VV01	C	Hearthstone	Carolina Slate
Onyx	192	VV01	B	Foxhall Green	Foxhall Green

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STREET	#	VV0#	UNIT	COLOR	PLANNED (MCCORMICK)
Onyx	196	VV01	A	Old Colonial Red	Old Colonial Red
Onyx	202	VV02	A	BLACK	Georgetown Green
Onyx	206	VV02	B	Old Colonial Red	Old Colonial Red
Onyx	210	VV02	C	Foxhall Green	Foxhall Green
Onyx	214	VV02	D	Hearthstone	Carolina Slate
Onyx	226	VV01	C	Carolina Slate	Carolina Slate
Onyx	230	VV01	D	Hearthstone	Hearthstone
Onyx	234	VV01	B	Foxhall Green	Foxhall Green
Onyx	238	VV01	A	Old Colonial Red	Old Colonial Red
Onyx	244	VV02	D	Carolina Slate	Carolina Slate
Onyx	248	VV02	C	Foxhall Green	Foxhall Green
Onyx	252	VV02	B	Old Colonial Red	Old Colonial Red
Onyx	256	VV02	A	Georgetown Green	Georgetown Green
Onyx	187	VV03	D	Hearthstone	Georgetown Green
Onyx	191	VV03	C	Carolina Slate	Quarry Grey
Onyx	195	VV03	B	Old Colonial Red	Old Colonial Red
Onyx	199	VV03	A	Cobblestone Grey	Cobblestone Grey
Onyx	223	VV03	A	Cobblestone Grey	Cobblestone Grey
Onyx	227	VV03	B	Old Colonial Red	Old Colonial Red
Onyx	231	VV03	C	Hearthstone	Quarry Grey
Onyx	235	VV03	D	BLACK	Georgetown Green
Onyx	245	VV03	A	Georgetown Green	Cobblestone Grey
Onyx	249	VV03	B	Old Colonial Red	Old Colonial Red
Onyx	253	VV03	C	Carolina Slate	Quarry Grey
Onyx	257	VV03	D	BLACK	Georgetown Green
Ruby	165	VV03	D	Carolina Slate	Georgetown Green
Ruby	161	VV03	C	BLACK	Quarry Grey
Ruby	157	VV03	B	Foxhall Green	Old Colonial Red
Ruby	153	VV03	A	Old Colonial Red	Cobblestone Grey
Ruby	152	VV01	D	Carolina Slate	Hearthstone
Ruby	156	VV01	C	Hearthstone	Carolina Slate
Ruby	160	VV01	B	Old Colonial Red	Foxhall Green
Ruby	164	VV01	A	Quarry Grey	Old Colonial Red
Sapphire	248	VV02	D	Carolina Slate	Carolina Slate
Sapphire	252	VV02	C	Foxhall Green	Foxhall Green

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STREET	#	VV0#	UNIT	COLOR	PLANNED (MCCORMICK)
Sapphire	256	VV02	B	Old Colonial Red	Old Colonial Red
Sapphire	260	VV02	A	Georgetown Green	Georgetown Green
Sapphire	261	VV03	A	Cobblestone Grey	Cobblestone Grey
Sapphire	257	VV03	B	Old Colonial Red	Old Colonial Red
Sapphire	253	VV03	C	Quarry Grey	Quarry Grey
Sapphire	249	VV03	D	Georgetown Green	Georgetown Green
Topaz	165	VV01	D	Hearthstone	Hearthstone
Topaz	161	VV01	C	Foxhall Green	Carolina Slate
Topaz	157	VV01	B	Old Colonial Red	Foxhall Green
Topaz	153	VV01	A	BLACK	Old Colonial Red
Topaz	152	VV02	D	BLACK	Carolina Slate
Topaz	156	VV02	C	Foxhall Green	Foxhall Green
Topaz	160	VV02	B	Old Colonial Red	Old Colonial Red
Topaz	168	VV02	A	Cobblestone Grey	Georgetown Green

THIS CHART REPRESENTS THE COLOR STATUS AS OF JULY 2021. EXISTING DOOR/SHUTTERS THAT HAVE A COLOR INCONSISTENT WITH THE DESIGNED COLOR ARE GRANDFATHERED. WHEN A GRANDFATHERED DOOR/SHUTTERS REQUIRES PAINTING, THE DESIGNED COLOR MUST BE USED.

7/21/2021

McCormick Paint

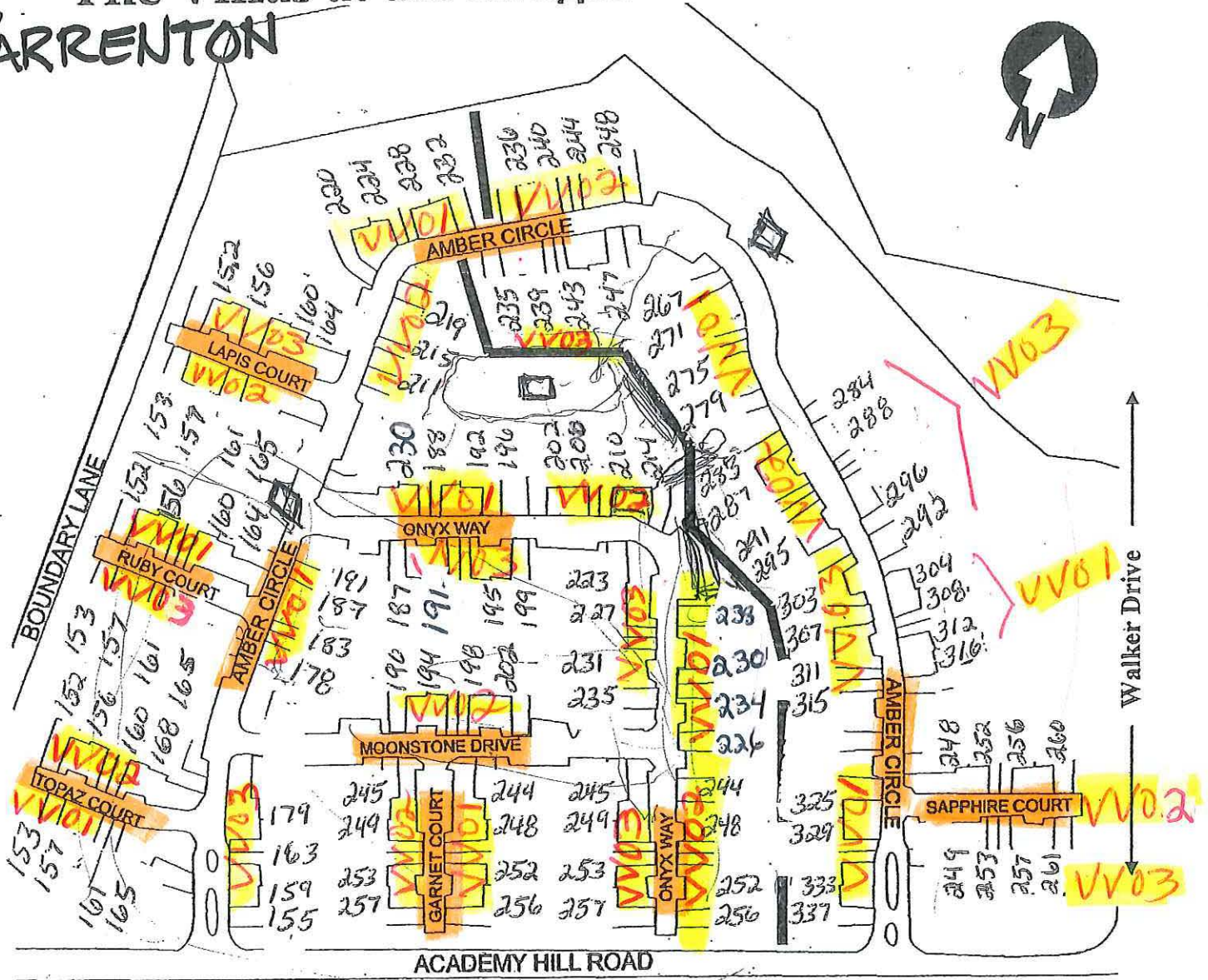
VILLAS AT THE RIDGES OF WARRENTON
COLOR SCHEMES

	<u>TH/VV 01</u>	<u>TH/VV 02</u>	<u>TH/VV03</u>
VINYL SIDING	DESERT SAND	CAMEO	ALMOND
PAINTED ACCENT TRIM	AMBER WHITE	AMBER WHITE	AMBER WHITE
ALUM SOFFIT/FACIA	CAMEO	CAMEO	CAMEO
FRONT DOOR	A. OLD COLONIAL RED B. FOXHALL GREEN C. CAROLINA SLATE D. HEARTHSTONE	A. GEORGETOWN GREEN B. OLD COLONIAL RED C. FOXHALL GREEN D. CAROLINA SLATE	A. COBBLESTONE GREY B. OLD COLONIAL RED C. QUARRY GREY D. GEORGETOWN GREEN
GARAGE DOOR	CAMEO <i>white</i>	CAMEO <i>white</i>	CAMEO <i>white</i>
SHUTTERS (IF APPLICABLE)	MATCH COLOR TO FRONT DOOR	MATCH COLOR TO FRONT DOOR	MATCH COLOR TO FRONT DOOR
ALUM GUTTERS/ DOWNSPOUTS	EGGSHELL <i>30 yr.</i> ARCHITECTURAL BLACK	EGGSHELL <i>30 yr.</i> ARCHITECTURAL BLACK	EGGSHELL <i>30 yr.</i> ARCHITECTURAL BLACK
SHINGLES			
BRICK	ANNAPOLIS (CHEROKEE SANFORD) OR ALTERNATE: CARRIAGE HOUSE (CHEROKEE SANFORD)	OLD MILL (CHEROKEE SANFORD) OR MONTICELLO #011 (CHEROKEE SANFORD)	MONTICELLO (CARRIAGE HOUSE) OR (EDENTON)

July 15, 2003

EXHIBIT C

The Villas at the Ridges WARRENTON



EXTERIOR COLOR SCHEMES

Phase I – Units 29–68
Phase II – Units 1–28, 69–119
Unit Numbers shown are for construction purposes only. Addresses have not been assigned.

1/20/04

The Villas at the Ridges

EXHIBIT D

EXHIBIT "A" TO BYLAWS

Villas at the Ridges Condominium MAINTENANCE RESPONSIBILITIES

Notes

This chart and the titles and headings used herein are not intended to describe or encompass all maintenance functions nor to delineate all respective responsibilities between the Unit Owners, severally, and the Association. The placement of responsibility under any specific column does not always accurately reflect the precise character and nature of ownership. The appropriate sections of the declaration determine ownership.

- Column I: Items. Items appearing in this column are illustrative and not exhaustive.
- Column II: General Common Elements Under Unit Owners Association Responsibility. Responsibility for determining and providing for the maintenance, repair and replacement requirements of the General Common Elements and determining the costs thereof shall be primarily the responsibility of the Board of Directors and such designees to which it may delegate certain such responsibilities.
- Column III: Limited Common Elements Under Unit Owner's Responsibility. Responsibility for the maintenance, repair and replacement requirements of the Limited Common Elements shall be the Unit Owner of a Unit to which a specific Limited Common Element is exclusively designated and appurtenant.
- Column IV: Unit Component Under Unit Owners Association Responsibility. The items in this column are legally and by definition a part of a Unit but are attached or directly connected to or associated with the General Common Elements and Common Expense items in such a way that a clear distinction between Unit Owner and Association responsibility cannot be made. Moreover, such items frequently involve matters of concern relative to the general health, safety and welfare of all of the occupants of the building. Thus, certain costs that appear to benefit a single Unit Owner but that affect other Unit Owners are declared a Common Expense, especially when the correct functioning of an activity or element is integral to or supportive of the legally defined Common Elements and Common Expense.
- Column V: Certain Other Components Under Unit Owner's Responsibility Without Respect to Ownership of the Component. The items in this column are not intended to be exclusive and all-encompassing and do not affect responsibilities otherwise expressly provided for.

MAINTENANCE RESPONSIBILITIES

I Items	II General Common Elements Under Owners Association Responsibility	III Limited Common Elements Under Unit Owner's Responsibility	IV Unit Components Under Owners Association Responsibility	V Other Components Under Unit Owner's Responsibility
Plumbing and related systems and components.	All, in all regards			All portions within a Unit serving only that Unit, incl. attached fixtures & appliances. Water damage to Unit, (or to other Units) when primary reason due to negligence of occupants of that Unit.
Electrical and related systems and components including fixtures	All, in all regards			All electrical & related systems and components serving only that Unit, incl. exterior fixtures for that Unit.
Heating & Cooling Systems				All, in all regards
Roof, vertical walls, foundations, stoops, gutters & downspouts, entry doors				All, in all regards
Balconies, Patios, Decks, Sun rooms, Morning rooms, Structures in "Opportunity Zone"		All, in all regards		All, in all regards
Windows & Screens				All, in all regards
Exterminating				All, in all regards

Item	General Common Elements Under Owners Association Responsibility	Limited Common Elements Under Unit Owner's Responsibility	Unit Components Under Owners Association Responsibility	Other Components Under Unit Owner's Responsibility
Driveways & Lead walks		All, in all regards		All, in all regards
Streets & Common Sidewalks	All, in all regards			
Retaining Walls	All, in all regards			
Landscaping, mowing front & rear yards of Unit and all common areas	All, in all regards			
W W Weeding, fertilizing, trimming, semi-annual mulching of shrubbery & trees, replacement of dead grass, shrubbery & trees	All, in all common areas.	All, in "Opportunity Zone" areas or approved individual flower beds.		All portions in Column III
Snow Removal	All Streets & Common Sidewalks	All driveways, lead walks, steps, stoops front & rear		All portions in Column III
Operation & Maintenance of the "Park" area owned by the Ridges of Warrenton Homeowners' Assoc.	Max. of 52% of total costs shared with the Ridges of Warrenton HOA			

**VILLAS AT THE RIDGES CONDOMINIUM ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 1**

PROCEDURES RELATIVE TO ASSESSMENTS

relating to collection of routine and delinquent payments

WHEREAS, Article III, Section 2 of the Bylaws states that "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by The Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association;" and

WHEREAS, Article VI, Section 2 of the Bylaws creates an assessment obligation for owners; and

WHEREAS, Article VI, Section 3 and Section 4 of the Bylaws establishes certain provisions for the payment and collection of assessments; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of said assessments;

NOW THEREFORE, BE IT RESOLVED THAT the following assessment procedures be adopted:

I. ROUTINE COLLECTIONS

- A. All monthly installments of the annual assessments shall be due and payable in advance on the first day of the applicable month ("Due Date").
- B. All documents, correspondence, and notices relating to the charges shall be mailed to the address which appears on the books of the Association or as modified in writing by a Unit Owner.
- C. Nonreceipt of an invoice shall in no way relieve a Unit Owner of the obligation to pay the amount due by the Due Date.

II. REMEDIES FOR NONPAYMENT OF ASSESSMENT

- A. If payment is not received by the Managing Agent by the fifteenth (15th) day of each month (or the first working day thereafter if such day is a Saturday, Sunday or legal holiday) the account shall be deemed late and a late fee shall automatically be added to the account and thereafter be a part of the continuing lien for assessments as provided for in Article VI, Section 2 (b). of the Bylaws until all sums due, including such late charge, shall have been paid in full. The late fee shall be twenty-five dollars (\$25.00). A "Late Notice" shall be sent to Owners who have not paid their assessments in full by the fifteenth (15th) day of the month.
- B. If payment(s) in full, including late charges, is not received by the Managing Agent by the thirtieth (30th) day after the due date, a "Notice of Intent to Accelerate Installments and File a Memorandum of Lien" substantially in the form of Exhibit A to this Resolution shall be mailed to the Unit Owners. The Managing Agent may simultaneously send a copy of such Notice to the Mortgagee of such Unit, if known. The Notice shall be sent to the Unit Owner by certified mail, return receipt requested.
- C. If payment in full, including late charges and cost of the certified letter is not received by the Managing Agent within thirty (30) days after the "Notice of Intent to Accelerate Installments and File Lien" has been issued, then the remaining installments of the annual assessment may be accelerated and the Association shall refer the matter to legal counsel for the filing of a lien on the unit. Counsel may also file a civil suit against the Unit Owner on the basis of the personal obligation to pay the assessments. The cost of filing both the lien and the civil suit will be added to the account, plus accrued late fees, interest chargeable by law on the unpaid assessment, and all other costs incurred by the collection process as allowed by Article VI of the Bylaws.
- D. If within fifteen (15) days of the filing of the Memorandum of Lien the account remains delinquent, counsel for the Association shall take other appropriate legal action as directed by the Board.
- E. If the Association receives from any Owner, in any accounting year, two or more returned checks for payment of assessments, the Board may require all future payments to be made by certified check or cashier's check or money order for the remainder of the fiscal year. A reasonable charge will be made for any returned checks, which amount shall be established by the Board of Directors and may be changed by the Board from time to time.
- F. The Board may grant a waiver of any provision herein upon petition in writing by an Owner alleging a personal hardship. Such relief granted an Owner shall be appropriately documented in the Association files. Such documentation shall include, without limitation, the basis for taking such action. Generally, late charge waivers will not be considered for owners who have not mailed their assessment in sufficient time to have been received by the due date.

- G. The Board hereby authorizes the Managing Agent to waive the imposition of late fees on payments received by the Managing Agent after the fifteenth (15th) day of the month, if the delinquent Unit Owner has owned the Unit for less than three (3) months at the time of the delinquency and, in the judgment of the Managing Agent the delinquency was the result of a misunderstanding of the correct procedures relating to payment of the assessment. Such a waiver may be granted only once to any delinquent Unit Owner.

All Unit Owners who are delinquent shall be subject to the provisions of this Resolution and to the provisions of Articles VI of the Bylaws with respect to nonpayment of assessments.

VIA CERTIFIED AND FIRST CLASS MAIL

EXHIBIT "A" TO ADMINISTRATIVE RESOLUTION NO. 1
NOTICE OF INTENT TO ACCELERATE INSTALLMENTS AND FILE LIEN

Date:

VILLAS AT THE RIDGES
CONDOMINIUM ASSOCIATION

To: Name
In Care Of
Address
City State Zip

Unit Number
Account Number

DELINQUENCY SUMMARY & CHARGES

<u>CHARGE TYPE</u>	<u>AMOUNT</u>	<u>DETAIL SUMMARY</u>
Transaction		Delinquent Amount
		\$0.00 Certified Mail/Administrative Charges
TOTAL DUE		\$0.00

As a member of the Villas at the Ridges Condominium Association, you are required to pay assessments when due pursuant to the Declaration and Bylaws for your Association which are recorded in the Fauquier County Land Records. You are hereby notified that the assessments levied by the Association against your property, as described above, are past due, and that your assessments for the fiscal year may be accelerated and a Memorandum of Lien will be recorded against your property if you do not pay the total amount now due within thirty days (30) days after the date of this Notice. The basis for the lien is that you have failed to pay amounts due pursuant to the governing documents of record for the Association.

If payment in full is not received by the Managing Agent within thirty (30) days after the date of this Notice, the remaining installments of your annual assessment may be declared due and payable immediately. A Memorandum of Lien shall be recorded against your unit, pursuant to Administration Resolution No. 1, or suit may be filed by the Association to recover the outstanding balance (including late fees and accrued interest), plus court costs, attorney fees, and other costs.

Prompt payment of assessments is essential to the financial health of the Association and the protection of all Unit Owners. We sincerely hope that you will promptly pay the amount now due and eliminate the necessity of legal action to collect the amounts due to the Association.

Sincerely,

Delinquency Coordinator

THIS IS AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

VILLAS AT THE RIDGES CONDOMINIUM ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 1

Pertaining to: Procedure for Collection of Assessments

Duly adopted at a meeting of the Board of Directors of the Villas at the Ridges Condominium Association, held July 7, 2005

Motion by: Albert Putnam Seconded by: Robert Hamburg

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Edward Cornell	President	Y			
Robert Hamburg	Vice President	Y			
Albert Putnam	Secretary/Treasurer	Y			

ATTEST:

Albert L. Putnam
Secretary

7-7-05
Date

Resolution Effective, 7/7/05

The Board suggested a set of Guidelines:

Guidelines for Solar Panels

1. Size - Limit size to within current net metering code limitations.
2. Place – Prefer rear unless this interferes with collection.
3. Manner of Placement
 - a. Installation parallel to the roof line.
 - B. Wiring components concealed as much as possible.
 - C. Panels cannot encroach on vertical planes of property lines (other homeowner's roofs).
4. If there is weather damage to the panels, our HOA insurance would not apply to repairs. The homeowner is responsible for carrying insurance on the panels
5. If the owner moves and takes the panels, the roof must be restored to its original condition. If panels stay with the unit, the new unit owner is responsible for maintenance and insurance of the solar panels.
6. Owner shall sign the maintenance Covenant Agreement once a draft is completed by the Association Legal Counsel.
7. It is strongly recommended that homeowners use a contractor that is licensed to install solar panels. Please include contractor's name and information on the architectural request.

Guidelines for Charging Stations

1. Charging stations should be placed in the homeowner's garage. This will prevent them from being used by others or possibly being faced with group charges. Wiring and precautions for use should be handled by a licensed electrician. Please include the name of your electrician on the architectural request.
2. If the owner moves, the garage outlet should be restored to its original condition.
3. Owners of units with charging stations are responsible for costs, maintenance, repairs damages, and a removal process.

Guidelines for Security Cameras

1. Security cameras may not be placed on common areas
2. Owners can place cameras on or within their individual units, provided that the camera is not in violation of the governing documents and not violating the governing documents and not violating any expectation of privacy.
3. Privacy considerations under state laws may make certain recordings/camera placements illegal, i.e. directed into a neighboring home.

Villas at the Ridges of Warrenton

Solar Panel Maintenance Covenant Agreement

Guidelines for Solar Panels

1. Size - Limit size to within current net metering code limitations.
2. Place – Prefer rear unless this interferes with collection.
3. Manner of Placement
 - a. Installation parallel to the roof line.
 - B. Wiring components concealed as much as possible.
 - C. Panels cannot encroach on vertical planes of property lines (other homeowner’s roofs).
4. If there is weather damage to the panels, our HOA insurance would not apply to repairs. The homeowner is responsible for carrying insurance on the panels.
5. If the owner moves and takes the panels, the roof must be restored to its original condition. If panels stay with the unit, the new unit owner is responsible for maintenance and insurance of the solar panels.
6. Owner shall sign the maintenance Covenant Agreement below.
7. It is strongly recommended that homeowners use a contractor that is licensed to install solar panels. Please include contractor’s name and information on the architectural request.

In accordance with the Architecture Guidelines for the installation of solar panels above, the unit owner agrees to that the owner is responsible for all maintenance of the solar panels and all damage to the solar panels and roof caused by extreme weather.

Unit Owner Name(s) _____

Unit Owner Signature(s) _____

Date _____