

**Emerald Park Estates Homeowners' Association
Architectural Review and Covenants Committee**

**Guidelines of the Architectural Review and Covenants Committee (ARCC)
Enacted February 25, 2021**

As required by the HOA Declaration of Protective Covenants, this committee and its guidelines have been established.

This document outlines the guidelines under which the ARCC will operate and approvals will be granted.

The following guidelines are to assist the homeowner in knowing the usually acceptable standards for the indicated items, in the event that they are considering additions or changes to the exterior of their home or their property. The homeowner who is considering a change still needs to apply for approval **prior to** the item being installed or changed.

Architectural Change Approval Process

One important role of the ARCC is to accept Architectural Change Requests from homeowners and provide a timely approval process. Attached (Appendix 1) is the form to be submitted for all architectural modifications, currently defined in the HOA documents with guidelines outlined in this document. If in doubt on what requires approval please contact the ARCC members (see Appendix 2).

The ARCC will endeavor to respond to Architectural Change Approval Requests within 14 days. Note that the Declaration of Protective Covenants states in Article 4, Section 4.05, that the committee has 45 days to respond to homeowner requests, to accommodate unforeseen delays. The ARCC shall not unreasonably withhold approval of any plan submitted, given it adheres to the ARCC guidelines and the HOA Declaration of Protective Covenants.

This form must be completed for all new additions/changes/structures. Copies of any permits required by Loudoun County must be submitted with the form.

All approval requests should be sent to the ARCC Group as shown in Appendix 2.

Construction shall not commence until approval has been received from the ARCC in writing (or via email). All structures or improvements must be completed within 12 months of approval, unless a valid extension of the County permit is applied for, reviewed with the ARCC, and granted by the County. Otherwise all approvals become null and void.

Appeal of rejected applications can be made directly to the Board of the HOA.

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Architectural Specifications

Exterior alternative energy generating devices

Exterior alternative energy generating devices require the approval of the ARCC.

Fences

Fences must be attached to the back corners of the home and keep a 25' easement from any road (per Loudoun County ordinances). Fences are not allowed in the front yard of the home. The ARCC may consider the shape of the lot in granting a deviation to this rule. The front yard is specifically defined as the part of the yard in front of a straight line extending from the back corners of the house and running parallel to the nominal back plane of the house to the property line on either side of the house. For corner lots, the fence must stop in accordance with County guidelines for distance from a road.

Fences may have a maximum height of 6'.

Landscaping/Tree Planting

Normal plantings or landscaping will not require the approval of the ARCC. However the ARCC strongly recommends you share your ideas with your neighbors before embarking on installing landscaping close to their property line. Homeowners should also refer to Loudoun County ordinances and easement guidelines before commencing landscaping.

Landscaping items requiring the approval of the ARCC

- Any major earth removal or addition which causes the topography of the lot to change by more than 4 feet and may affect drainage (e.g. berms, ditches, ponds etc.) or requiring heavy equipment. Plans should be submitted showing the proposed access points and paths of heavy equipment.
- Removal of any living tree greater than 15' high (or greater than 4" trunk diameter) requires the approval of the ARCC.

Satellite dishes

Satellite dishes larger than 1 meter (39.37 inches) require the approval of the ARCC in accordance with FCC guidelines. Satellite dishes are to be placed so that there is minimal disruption to the front of the lot. If a signal cannot be gotten in a location preferred by the Association, this information must be provided in writing to the ARCC, along with information on where on the noted home or lot, the dish can be placed in order to receive a signal. Only one dish may be installed to be used at a home at a time, and inactive dishes must be removed.

Structures

No structure shall be commenced, constructed, altered or maintained upon any lot or portion thereof, nor shall any exterior addition to or change or alteration therein be made, unless and until the plans and specifications, proposals, site plans, showing the nature kind, shape, height, materials, colors, surrounding landscaping and location, access points and proposed paths of any heavy equipment (collectively referred to as 'plans') shall have been filed in writing and approved in writing by the ARCC.

A structure can be any building, fence, wall, patio, swimming pool, tennis court, deck, shed, addition, garage or other attachment to the exterior of the house. No structure or home shall be

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painted, stuccoed or surfaced with any new materials or different color without the approval of ARCC.

Structures/Changes/Additions not requiring approval

Repair, replacement, restoration, repainting of all existing structures shall not require approval of the ARCC provided such structure shall remain substantially identical.

Storm doors will not require ARCC approval.

Swing sets less than 12' in height will not require ARCC approval.

Prohibited Items

Clothes lines or use of other structures on which to hang/dry clothes outside are not permitted.

Maintenance Standards

Decorations and Decorative Elements

Holiday decorations should be removed when the holiday has passed.

Lawn and Grounds

The ARCC strongly recommends homeowners maintain 100% of their lot to maximize the "curb appeal" of the neighborhood. All lots must be at least maintained within 100' of any road or right-of-way and within 50' of the home.

Lawns must consist of natural grass, and be free of bare spots and weeds. The grass must be properly, periodically maintained, with the grass being cut and trimmed.

The roots and branches of plant materials may not encroach on Association common area or adjoining individual properties. If, in the opinion of the ARCC, any plant material or portion of a plant material becomes a nuisance, the owner of the plant may have to remove that plant or portion of that plant.

Mail Boxes

Mail boxes should be maintained to compliment the architecture of the neighborhood. Street numbers should be clearly legible. Mail boxes with broken doors, faded lettering, or dilapidated appearance should be repaired or replaced.

Painted Wooden Areas and Items

All wooden areas and items must be painted and free of split, broken, or deteriorated wood.

Paint must be free of chips, cracks, or scaling. The colors on the painted areas must be colors approved for use in the community, and not the same colors as on adjoining homes, unless a change has been approved. If the paint on an item or area is faded or dirty beyond cleaning, the item or area must be repainted.

Roofs

Roofs must be structurally intact and free of deterioration. Shingled roofs shall be completely covered in asphalt shingles, without any bare areas. Metal roofs shall be painted or anodized, with the entire area of these parts of roofs, finished in one color, and kept in good condition, with any

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areas that become damaged or bent being repaired or replaced, and without the finish peeling from any part of these areas of the roofs.”

Windows

Windows must not be broken or cracked and screens must not be torn. All frames must be painted, not broken or deteriorated, and in working order.

Periodic Inspections

The ARCC will conduct periodic inspections of the neighborhood. These inspections are to assure the aesthetic curb appeal of all houses in the neighborhood. The ARCC will inspect all houses to ensure that that the standards for items mentioned in this section (Maintenance Standards) are adhered to.

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APPENDIX 1: **ARCHITECTURAL CHANGE REQUEST FORM**

SUBMIT ELECTRONICALLY TO :
emerald_park_estates_arcc@googlegroups.com

PRINT NAME : _____
ADDRESS : _____
PHONE : _____
EMAIL : _____

Detailed Description of the Architectural Change

NOTE: Please attach plans and specification, proposals, and site plans, showing the nature kind, shape, height, materials, colors, surrounding landscaping and location and proposed access points and paths of heavy equipment.

Date work will commence _____
Date project is expected to be completed _____

NEIGHBORS SIGNATURES : Signatures of all neighbors are required to state that they have been informed of the plans (for these purposes a 'neighbor' is defined as anyone sharing a common property line). This signature does not indicate approval or disapproval of the proposed plans, just that they have been informed. If you have any objections to the plans that can not be resolved directly with your neighbor, please submit these in writing to the ARCC.

I (neighbor) confirm that I have been informed of the attached proposed plans.

	<i>NEIGHBOR 1</i>	<i>NEIGHBOR 2</i>	<i>NEIGHBOR 3</i>
<i>Address</i>	_____	_____	_____
<i>Print Name</i>	_____	_____	_____
<i>Signature</i>	_____	_____	_____

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I (homeowner) understand and agree to the following conditions

- 1. This modification may require a County building permit or may be subject to other government regulations. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the ARCC and not any obligations to the County or others.*
- 2. I assume full responsibility for all landscaping, grading, drainage issues relating to the improvements. All work will be completed within my property lines. I assume full responsibility for any damage to adjoining property (including common areas) or injury to third persons associated with the improvements.*
- 3. That no work will commence until I receive written approval from the ARCC.*
- 4. That approval is contingent upon the work commencing in a timely and professional manner. Work should be commenced within 3 months and completed within 12 months of approval of this application.*
- 5. That, if required, members of the ARCC or HOA may enter upon my property to make inspections of the improvements.*
- 6. Installations must be made in the approved manner and with the approved materials, in the approved location, without any additional items being installed. Any changes desired must be approved through the submission of a new request on an additional form.*

Print Name : _____

Signed : _____

Date : _____

To be completed by ARCC

Approved *Disapproved* *Approved with conditions*

Signed: _____ *Date:* _____
(ARCC Chairman)

Comments _____

APPENDIX 2: ARCC COMMITTEE MEMBERS

A Google Group with all current ARCC members has been established. The Committee members can be reached by emailing:

emerald_park_estates_arcc@googlegroups.com