

# **PINEWOOD GREENS HOMEOWNERS ASSOCIATION**

## **ARCHITECTURAL and MAINTENANCE GUIDELINES**

Effective Date: June 15, 2022

Pinewood Greens Homeowners Association  
2731 Hyson Lane  
Falls Church, VA 22043

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## I. INTRODUCTION TO THE GUIDELINES

Pinewood Greens is a colonial-style townhouse community neighborhood made up of 306 homes built along the Jefferson District Golf Course in Fairfax County, Virginia. Our townhouses are typically 3-story homes, 20 feet wide, constructed of brick and aluminum siding with painted wooden trim and shutters. Colors are reminiscent of colonial Williamsburg. We have three townhouse models: the Pinehurst, the Oakmont, and the Doral. Each townhouse has a small privately maintained front and back yard. Privacy fences enclose the back yards of most Pinewood Greens homes.

Pinewood Greens has been a well-maintained townhouse community of neighbors and has depended on volunteers to help lead the neighborhood since its beginnings in 1971. Two goals of the Association have been to (1) preserve its original colonial architecture and style, and (2) to ensure a high standard of property maintenance. These goals aim to maintain the value of our homes as investments and ensure that Pinewood Greens continues to be a family-oriented community.

According to the Declaration of Covenants, Conditions, and Restrictions (Covenants), a primary purpose for which Pinewood Greens Homeowners Association exists is "to provide for maintenance, preservation and architectural control of the resident lots and common areas...."

Toward this end, the Board of Directors established the **Architecture Committee (AC)**. The AC's purpose and function are mandated in [Section II](#) of the Covenants (Responsibility and Authority for Architectural Standards). Specifically, the Covenants require the AC to review exterior modifications and to ensure proper maintenance of properties. Please refer to [Section VII](#) of these Guidelines for a description of the AC.

We invite each homeowner to join the AC.

**The Pinewood Greens Homeowners Association Architectural and Maintenance Guidelines** have been assembled and periodically updated to preserve the colonial architectural standards of the townhouses, to serve as a guide in the review of all exterior modifications, to ensure proper maintenance of each home, to define the responsibilities of each homeowner, and to define the responsibilities of the AC.

**If you would like a printed copy of the Guidelines, please call the Association office;** we will be glad to provide you a copy. Amendment of these Guidelines requires a majority vote of the Board of Directors. All amendments will be added to the Guidelines and will be reasonably published or made known throughout the Association.

Please keep in mind that this manual serves only as a guideline for proper maintenance and architectural standards. Not all possible exterior modifications on the exterior of the home can be predicted. Specific situations often involve interpretations by the AC. These guidelines provide a basis for continuity and uniformity in the decisions of the Committee.

## II. ASSOCIATION RESPONSIBILITIES AND AUTHORITY

### A. Townhouse Communities as Cooperative Ventures

The Commonwealth of Virginia regards townhouse communities as a cooperative venture by the homeowners. Fairfax County encourages written covenants to ensure preservation of the architectural style and proper maintenance, including provisions for setting and enforcing standards.

### B. Declaration of Covenants, Conditions, and Restrictions

Pinewood Greens has such a document entitled Declaration of Covenants, Conditions and Restrictions (Covenants).

1. The Covenants are recorded in the Fairfax County, Virginia, deed books. The Covenants are part of the deed to everyone's property in Pinewood Greens. Each owner is bound by the Covenants as a result of having purchased property in Pinewood Greens.
2. By law, the Association has the responsibility to enforce all architectural and maintenance requirements of the Covenants as explained in the [Section II.C](#). By law, each homeowner has the responsibility to abide by both the architectural standards and the maintenance standards required by the Covenants, as explained in [Section III](#).

### C. Association Responsibility

Articles VIII and IX of the Pinewood Greens Homeowners Association Covenants provide the two underlying mandates for architectural standards and maintenance.

Article VIII of the Covenants requires the homeowner to obtain written approval from the AC before making changes to the exterior of the property.

Article IX of the Covenants requires the homeowner **to maintain the property** "in a manner satisfactory to the Board of Directors."

### D. Association Authority

To ensure that these two mandates are carried out, the Covenants provide that the Board may enter upon the property to repair, restore, or maintain the exterior



of any home in Pinewood Greens if architectural or maintenance violations are not remedied by the homeowner. Additionally, the Board may initiate court action to repair, restore, or maintain the exterior of any home in Pinewood Greens if architectural or maintenance violations are not remedied by the homeowner. Under the Virginia Property Owners Association Act costs for these actions, including legal fees, may be added to the homeowner's assessments.

### III. HOMEOWNERS RESPONSIBILITIES AND RIGHTS

#### A. Homeowner Responsibility

Pinewood Greens homeowners are responsible for exterior maintenance of their homes. Pinewood Greens homeowners are responsible for abiding by the architectural standards of these Guidelines. Pinewood Greens homeowners must submit an Application for Architectural Review before any change is made to the exterior of their home. Homeowner rights of appeal are explained in [Subsection I](#) below.

#### B. Homeowner Responsibility for Maintenance Standards

All Pinewood Greens homeowners are responsible for appropriate and timely maintenance of their individual properties. [Section V](#) more fully overviews typical maintenance items you must attend to in a timely manner. [Section VI](#) overviews maintenance notices that will be sent by the AC if violations occur.

#### C. Homeowner Responsibility for Architectural Standards

All Pinewood Greens homeowners must follow the architectural standards in these Guidelines (see [Section IV](#)). You must apply for written approval before making exterior changes (modifications) to your property. [Section VI](#) overviews architectural standard notices that will be sent by the AC if violations occur.

#### D. Exterior Modifications Defined

1. Almost all work done to the exterior of the home, including many changes made to the yard, is an exterior modification.
2. Changing any of the following characteristics of your home or yard is considered a modification:
  - a. Materials
  - b. Construction design
  - c. Size
  - d. Shape
  - e. Color
  - f. Dimension
  - g. Style
  - h. Location

## E. Making Exterior Modifications

1. Any modification to the exterior of the property must be compatible with the colonial architectural design originally used on the townhouse, or subsequently approved, and must conform to the architectural standards set forth in the Architectural and Maintenance Guidelines.
2. Each homeowner must have AC written approval prior to an exterior modification, a replacement, or the construction, replacement, or addition of any detached structure. You must obtain the required written approval before the work starts.
3. To ensure that the exterior work you are planning to do on your home meets the architectural standards of these Guidelines, it is strongly suggested that you wait to sign any contract or purchase materials until written approval from the AC is received. It may take up to 30 days for the initial response to your application, and in many cases additional information is required, so please include the application process in your planning. (See below for step by step instructions on completing the application process.)
4. You must apply for a modification **even if you have noticed that your neighbor has made a similar change**. Each homeowner must apply for modifications to his/her house.
5. If you are unsure if your planned project requires prior approval, please contact the Association office before starting any work or signing the contract. We will help you review the Guidelines and help you submit the Application.
6. Since our homes are over 40 years old, it is often impossible to find replacements that are the same as original equipment. If you are replacing an exterior component of your home, prior AC written approval is required. You must submit an Application before you begin the work.
7. Individual alterations and permanent fixtures on the common grounds are not permitted. Storing or depositing hazardous debris on the common grounds (such as fence construction debris with protruding nails) is not permitted. Damage to common property must be repaired within two (2) weeks of completion of any project causing the damage.

## F. Where to Find the Guidelines

1. The most up to date guidelines are available on the Pinewood Greens website at [www.pinewoodgreens.com](http://www.pinewoodgreens.com). A copy of the general Application

for Architectural Review form is included on the last page of these Guidelines.

2. The AC has also developed specific applications for some of the more common exterior modifications. Please check the list of applications to see if there is a tailored application for your proposed modification. Using a tailored application, when available, will help ensure all the relevant information the committee needs to make an assessment has been provided and generally reduces the time it takes to receive a response.
3. You can also request a copy of the guidelines and an Application for Architectural Review form from the Association office at 2731 Hyson Lane, Falls Church, Virginia, 22043.

#### G. How to Submit and Application for Architectural Review

1. A completed Application for Architectural Review form describing any proposed exterior modification may be emailed, hand delivered, or mailed to the Pinewood Greens office. If you wish, you may also present the application to the AC at any of its regular meetings. As indicated below, please be specific.
2. Check the Guidelines. Before you start to fill out the application, you must first review the architectural standards in [Section IV](#), Architectural Standards of these Guidelines.
  - a. Before you submit your application, you must review and attach an initialed copy of the guideline(s) relevant to your proposed work to your application. See [Section IV](#) for architectural guidelines standards.
  - b. Each guideline is provided in checklist format with blanks for you to initial. Before you submit your application, you must initial each item on the appropriate checklist. You can print the specific pages of the guidelines to initial them or do it electronically.
3. Be Specific. Your application must include all information needed for the AC to review the proposed work including, but not limited to:
  - a. Materials: Include a complete and detailed list of the materials you will use.
  - b. Dimensions: Include all relevant dimensions, such as height, width, and length. Please indicate these dimensions on a diagram.
  - c. Color: If you are painting or repainting, include the name of pre-approved paint color or the manufacturer's paint chip(s). If you are painting with an existing color, please list the manufacturer's paint colors that you used previously. Colors of pre-built manufacturer's

- products (for example, siding, shutters, front doors, storm doors, or sheds) must be included.
- d. Location: Include a diagram depicting the location of the proposed modification on your house or in your yard.
  - e. Brochures: Include brochures depicting doors, storm doors, windows, sliding glass doors, storm windows, or any other pre-built manufacturer's product.
  - f. Sketches: If brochures are not available or applicable, include sketches or diagrams. Photographs of similar projects/materials on a neighboring townhome are also allowed.
  - g. Web brochures: If a brochure or picture of a manufacturer's product is available on the web, include a link or web address in your application.
  - h. Drainage: If the proposed change will affect the existing drainage pattern, the proposed drainage must also be included.
  - i. Model/Elevation: You must list the model/elevation of your home on your application. Consult Appendices [13](#) and [14](#) for diagrams of models and elevations of homes in Pinewood Greens.
4. Written Applications Required. The AC will act only on written requests submitted on an Application for Architectural Review form.
  5. Incomplete Applications. If the AC determines that an application is incomplete because of lack of information, specificity, or clarity, the application will be denied, and then returned to you for completion and re-submission.

#### H. Architectural Application Review and Approval Process

1. AC Acknowledgment. No application shall be deemed received until acknowledged in writing by the AC. This will generally be an email that is automatically generated.
2. Approval Process. The AC will respond to applications as promptly as possible. Three (3) committee members are required to approve each application.
3. Response Time. The AC has 30 days to respond to an application.
  - a. If the AC fails to reply to you within thirty (30) days of the acknowledged receipt of a completed written request, then your application is considered to have been approved.
  - b. If your application is considered to be incomplete, you will be notified within 30 days of submission that additional information is

required, and the 30 days will not begin to run until the acknowledged receipt of the requested additional information.

- c. All of these notifications are automatically generated emails. Please look for these emails, and if you do not receive one, check with the office before proceeding, as the email may be in your junk mailbox.
4. Time Limit for Completion of Approved Projects. Homeowners have one (1) year to complete the proposed work. After one year the approval for the application will expire. If you have not completed the proposed work and more than one year has elapsed since the date of approval, you must submit a new Application for Architectural Review.
5. Modification Acceptability. A modification not completed or constructed in accordance with the specifications submitted in the application and approved by the Committee is an Unapproved Exterior Modification. You (and your contractor) must ensure that the exterior work is completed using the specifications in your application. If you do not, the work is subject to removal or substantial reconstruction at your expense. An Unapproved Exterior Modification is also subject to action as specified in [Section VI](#) below.
6. Compliance with Governmental Building Codes. It is the responsibility of the homeowner to ensure that the proposed work is in compliance with all governmental permits and codes and appropriate for use. Homeowners may not rely upon approval of the Association for this purpose.

#### I. Homeowner's Right of Appeal

A homeowner may appeal any decision of the AC. Appeals must be presented in writing to the AC to clarify or present new or additional information. The homeowner may also attend the AC meeting at which the appeal is discussed.

1. The AC must respond in writing to an appeal within a maximum of sixty (60) days of its receipt.
2. If the appeal is rejected, the homeowner may then appeal in writing to the Board of Directors at either of the next two public Board meetings. The homeowner is encouraged to attend the Board meeting at which the appeal is to be reviewed.

## IV. ARCHITECTURAL STANDARDS

The items listed (alphabetically) below are subject to review by the AC. You must submit an Application for Architectural Review and receive approval from the AC before you begin any work.

The guidelines are formatted in checklist style to help you submit your application. **Please print a copy of the relevant guideline, initial the checklist, and attach the checklist to your application.** If you do not have access to the internet, or need help with printing, please bring your application to the Association office. We will be glad to help.

We also have provided diagrams of key architectural components of your home (such as fascia boards, soffits) starting in [Appendix 6](#) of the Guidelines to help you with your application.

It is important to understand that the items listed in this section are not the only exterior modifications or replacements requiring modifications that are subject to prior approval by the AC. The items listed below are a subset of potential work possible on any home. The items listed in these guidelines represent exterior work most frequently addressed by the AC.

## **Air Conditioners, Window**

- \_\_\_\_\_ Window air conditioners that protrude out of the window are not permitted.
- \_\_\_\_\_ Portable air conditioners (compressor/coolant unit operates inside the house through an exhaust tube installed in a window) may be approved.

## **Aluminum Wrap for Fascia Boards**

- \_\_\_\_\_ Prior written approval is required before aluminum wrap is installed over fascia trim boards.
- \_\_\_\_\_ The wrap must be installed in a workmanlike manner to match the existing appearance of the fascia boards originally installed in the community.
- \_\_\_\_\_ Aluminum wrap with wrinkles or bends that do not replicate the smooth finish of the original boards are violations and will be cited for removal or replacement.
- \_\_\_\_\_ The wrap must be white, with a flat or semi-gloss finish. High gloss finishes are not allowed.
- \_\_\_\_\_ The aluminum wrap may have a wood grain pattern or appearance.

## **American Flag**

- \_\_\_\_\_ Homeowners who wish to fly the American flag are asked to do so with a small wall-mounted flag holder.

## **Antennas, Outdoor**

- \_\_\_\_\_ Outdoor antennas will not be approved.

## **Asphalt and Blacktopping**

- \_\_\_\_\_ Asphalt and/or blacktop of private driveways, walks, or any concrete surfaces are not permitted.



## **Astroturf**

\_\_\_\_\_ Indoor/outdoor carpet, grass carpeting, or Astroturf is not permitted in the front yards, on the front steps, on the front stoop, or on the sidewalk of private homes.

## **Attic Fans**

\_\_\_\_\_ Installation or replacement of roof-mounted attic fans requires prior written approval.

\_\_\_\_\_ An attic fan must be installed on the rear roof of the house and in such a manner that it is not visible from the front of the house, whether the attic ventilator is electrical, solar, or wind-driven turbine.

\_\_\_\_\_ Maximum dimension for attic fans is 25 inches in diameter and 10 inches in height.

\_\_\_\_\_ Brochures, dimensions of the attic fan, and a diagram indicating the location for installation must accompany the application.

## **Chimneys and Fireplaces**

\_\_\_\_\_ The construction or installation of fireplaces and chimneys requires approval by both Fairfax County and prior written approval from the AC.

\_\_\_\_\_ Metal chimneys on a rear roof may be approved.

\_\_\_\_\_ An approved metal chimney at the side of a unit must be enclosed with brick or siding.

\_\_\_\_\_ Chimneys on the front of the townhouse are not allowed.

## **Concrete**

\_\_\_\_\_ Replacement of concrete driveways, walks, steps, or stoops requires prior written approval from the AC. Concrete must have a smooth broom finish texture.

\_\_\_\_\_ Painting, staining, or adding color to concrete driveways, walks, steps, or stoops is never allowed.

\_\_\_\_\_ Resurfacing or installing coatings over concrete driveways, walks, or steps is never allowed.

\_\_\_\_\_ Spot patching of concrete driveways, walks, steps or stoops may be done without prior AC approval provided there is no change in color, size, dimension, shape, construction design, material, or location.

## **Clotheslines**

\_\_\_\_\_ Permanently installed clotheslines or other clothes-hanging devices are not permitted.

\_\_\_\_\_ Retractable or removable clotheslines may be used. Retractable or removable clotheslines may be used during daylight hours and must be retracted or removed when not in use.

\_\_\_\_\_ Removable/retractable clotheslines may only be installed below fence lines.

## **Decks**

\_\_\_\_\_ Construction or replacement of decks must have written approval in advance by the AC. Approval is based on the architectural standards of decks in the community.

\_\_\_\_\_ Required Fairfax County Permits. Fairfax County ordinances require a building permit for decks of specified height. Electrical permits may also be required depending on the deck's planned use. For information on building permits, homeowners should contact Fairfax County.

\_\_\_\_\_ Restrictions. Decks will not be permitted to be built: at an elevation that substantially diminishes the privacy of neighboring homes; on the second level of houses with walkout basements; on the top story level; at the front or side of the house.

\_\_\_\_\_ Ground Level Decks. Ground level decks (at the same elevation as the basement floor) are permitted in the back yards of houses with a walkout basement with prior written AC approval.

\_\_\_\_\_ Elevated Decks. Replacement of original elevated decks on houses is permitted (with prior written AC approval) in the back yards of houses with no basement

level rear access (houses in which rear access is on the front foyer level). Elevated decks on these homes shall be no higher than the level of the middle level of the home.

\_\_\_\_\_ Deck Lighting. Deck lighting will be permitted (with prior written AC approval) in accordance to the general lighting guidelines for the community but may not be installed or directed in a manner to annoy adjoining homeowners.

\_\_\_\_\_ Deck Construction Materials. Decks may be constructed using pressure treated pine, Trex, Azek, or similar composite material, with prior approval. [Appendix 3](#) lists colors of Trex and Azek composite decking that will be approved. The application must indicate the manufacturer and the color of composite deck materials to be used. When using Trex, Azek, or other composite decking materials: If any pressure treated wood is used for portions of the deck and is visible, the pressure treated material must be stained to match exactly the color of the composite deck material; in this case, a sample of the composite material and a sample of the matching stained wood (including the name of the manufacturer's stain color) must be included with the application.

\_\_\_\_\_ Handrails when using Trex, Azek, or similar materials may be wood that is stained the same color as the composite decking material (see [Appendix 3](#)) or one of the black or brown manufactured railings manufactured by the same company as the composite decking material.

\_\_\_\_\_ Pressure Treated Wood Deck Paint or Finish. Wood decks may be finished using: (see list below and please check one)

\_\_\_\_\_ The same approved paint color as that allowed for the fence.

\_\_\_\_\_ Decks may also be stained using the stain colors listed in [Appendix 2](#).

\_\_\_\_\_ Clear waterproofing, or other clear, low gloss finish. High gloss waterproofing applications will not be allowed.

## **Doors, Storm**

\_\_\_\_\_ Storm doors are to be white, ivory/cream, black, brown, or match the surrounding door trim. Metallic colored metal doors are not permitted. Natural, stained, or unpainted wooden storm doors are not permitted.

\_\_\_\_\_ Prior written approval is required prior to installation or replacement of storm doors.

\_\_\_\_\_ Brochures depicting the proposed storm doors must be submitted with the application.

### **Doors, Front and Rear**

\_\_\_\_\_ Replacement front and rear doors must match the style, construction design, size, and colors of doors throughout Pinewood Greens.

\_\_\_\_\_ Prior written approval is required before replacement of doors.

\_\_\_\_\_ Brochures depicting the proposed front doors must be submitted with the application.

### **Doors, Sliding Glass / French Doors**

\_\_\_\_\_ Replacement sliding glass doors must match the style, construction design, and size of sliding glass doors used throughout the Pinewood Greens.

\_\_\_\_\_ Sliding glass door frames must be white.

\_\_\_\_\_ Muntins/grids on sliding glass doors are allowed, must be white, and must match the style of muntins on the house.

\_\_\_\_\_ French door construction design is allowed.

\_\_\_\_\_ Prior approval is required before replacement of sliding glass doors or installation/replacement of French doors.

\_\_\_\_\_ Brochures depicting the proposed sliding glass or French door must be submitted with the application.

### **Downspout Extensions**

\_\_\_\_\_ Downspout extensions are to be no longer than (4) four feet and no more than 6 inches in diameter.

- \_\_\_\_\_ Downspout extensions that exceed those dimensions are required to be covered from public view. Please see [Appendix 10](#) for an example of how to cover your downspout from public view.
  
- \_\_\_\_\_ Exceptions may be considered if a homeowner can demonstrate that adequate drainage would be impaired without the downspout extension or if the homeowner can demonstrate that the downspout extension cannot be buried.
  
- \_\_\_\_\_ Downspout extensions that exceed established dimensions and cannot be buried must be covered from public view by non-deciduous shrubs or other appropriate means.
  
- \_\_\_\_\_ Downspout extensions are required to be black or dark green corrugated plastic.
  
- \_\_\_\_\_ White metal or plastic downspout extensions are not allowed.

## **Egress Windows**

See Windows, Basement Egress Window and Window Well

## Electric Vehicle Charging Stations

\_\_\_\_\_ Installation of an electrical vehicle charging station (or “EVCS”) requires prior written approval from the Architecture Committee. This Checklist must be submitted with and become part of the Application for Architectural Review.

\_\_\_\_\_ Pinewood Greens Homeowners Association (“Association”) may prohibit an Owner from installing an EVCS on the Common Area, including an Owner’s assigned parking space, if installation of the EVCS is not technically feasible or reasonably practical due to safety risks, structural issues, interference with existing easements or engineering conditions.

\_\_\_\_\_ **Owner is fully responsible for the installation, operation, maintenance, and removal of the EVCS, regardless of whether or not the Owner occupies the residence.**

### Compliance with Architectural and Maintenance Guidelines and Fairfax County Code:

\_\_\_\_\_ Installation of EVCSs must be accomplished in compliance with all Architectural and Maintenance Standards requirements listed in this checklist and governing the dimensions, placement, or external appearance of the EVCS.

\_\_\_\_\_ All work must be performed in compliance with all required governmental permits, building codes, and/or recognized safety standards. Copies of the permits must be submitted prior to any work being done. Approval of this application will be contingent upon receipt of all required governmental permits.

\_\_\_\_\_ The attached statement of indemnification must be signed and notarized.

\_\_\_\_\_ All work must be completed by a licensed and insured electrician or engineer familiar with the installation and core requirements of an EVCS. Copies of the contractor’s license and a certificate of insurance must accompany the application. The contractor must sign this application verifying all work will be performed in compliance with all required governmental codes and permit.

\_\_\_\_\_ The Owner installing an EVCS shall pay the costs of installation, maintenance, operation, and use of the EVCS.

### Required Construction Specifications:

Detailed specifications must be provided with the Application to include:

\_\_\_\_\_ **Location.** The EVCS may only be installed near the center (middle third) of the Owner’s assigned parking space specified in the Application and may not encroach on any other parking space or any other portion of the Common Area.

- \_\_\_\_\_ A diagram with dimensions indicating the exact location of the proposed EVCS must be submitted. The diagram must also include the route of the cable (in the conduit) from the residence to the EVCS.
- \_\_\_\_\_ Pictures of the area must be submitted with the Application. This includes all areas where the cable will run from the residence to the parking spot, including the sidewalk.
- \_\_\_\_\_ The EVCS must be installed within the boundaries of the assigned parking space. It must be installed on the asphalt section of the parking space and not encroach on the concrete, which is part of the curb. It may not be installed on any other portion of another parking space or of the Common Area.
- \_\_\_\_\_ Two bollard posts must be installed in front of the EVCS to prevent damage to the EVCS from any vehicle. Bollard posts must be painted Sherwin Williams “On the Rocks” (SW 7671)
- \_\_\_\_\_ **Equipment.** Data sheets and/or brochure showing the dimensions, material, and aesthetics of the EVCS are required with every Application.
- \_\_\_\_\_ EVCS must be type “Level 2” requiring a 240-volt circuit.
- \_\_\_\_\_ EVCS must be pedestal-type and must not exceed 48” in height from the pavement.
- \_\_\_\_\_ EVCS may contain only 1 charging port.
- \_\_\_\_\_ EVCS may only charge vehicle parked in the same (reserved) space. An Owner is not permitted to extend the cable from the EVCS to another parking space.
- \_\_\_\_\_ EVCS must be lockable, to prevent unauthorized use, removal, or potential injury/electrocution.
- \_\_\_\_\_ EVCS must be neutral in color (gray, off white, black) with black cables.

\_\_\_\_\_ **Installation.** The installation of the EVCS must only be performed by a licensed electrician or engineer familiar with the installation and core requirements of an EVCS.

\_\_\_\_\_ A copy of the contractor's license and insurance must be submitted with the Application.

\_\_\_\_\_ All required governmental permits must be submitted to the Association prior to any work being done.

\_\_\_\_\_ Prior to any work beginning, all underground utilities must be marked by calling Virginia 811 ("Miss Utility").

\_\_\_\_\_ All electrical cables must be run in conduit underground. Cables must run under the sidewalk and curb, ensuring no damage to the sidewalk, curb, or any other common property. At no time may any cable be installed above ground anywhere between the residence and the EVCS.

\_\_\_\_\_ Cable installation must be confined to the Owner's property and immediate Common Area.

\_\_\_\_\_ Cable installation should be minimized on any common area (such as under sidewalk).

\_\_\_\_\_ Owner must provide a certificate of insurance naming the Association as an additional insured on the homeowner's insurance policy for any claim related to the installation, maintenance, operation, or use of the EVCS.

\_\_\_\_\_ Owner is responsible for any damages caused to any common property, including the sidewalk and curb, during installation and operation of the EVCS.

\_\_\_\_\_ The Association may hire a contractor at its discretion to repair any damage to the common area. The Owner will be responsible for any costs associated with repairing damage to the common area.

\_\_\_\_\_ As-builts must be provided to the Association at the completion of the installation.



\_\_\_\_\_ **Operation.** The following guidelines must be adhered to after the installation of the EVCS.

\_\_\_\_\_ EVCS must remain locked when not in use to prevent unauthorized use, removal, or potential injury/electrocution.

\_\_\_\_\_ Owner must provide a certificate of insurance annually naming the Association as an additional insured on the homeowner's insurance policy for any claim related to the installation, maintenance, operation, or use of the EVCS. The Owner must maintain insurance covering claims and defenses of claims relating to the installation, maintenance, operation, or use of the EVCS and shall have the Association included as a named insured of such policy.

\_\_\_\_\_ Failure to provide such a certificate of insurance annually may result in the Association hiring a contractor to remove the EVCS at the Owner's expense.

\_\_\_\_\_ Owner is responsible for the payment and removal of the EVCS and restoration of the area if the Owner decides there is no longer a need for the EVCS.

\_\_\_\_\_ Owner is responsible for restoring the asphalt to its original condition, with the work performed by a contractor approved by the Association (a separate application will be required for removal of the EVCS).

\_\_\_\_\_ Upon sale of the residence, all requirements listed in this section (Operation) convey to the new Owner and will be disclosed in the Resale Disclosure Packet.

\_\_\_\_\_ I have read and agree to the above requirements of the Electrical Vehicle Charging Station Checklist. I will ensure that my contractor will install the proposed EVCS in compliance with this checklist and all requirements of the Architectural Control Guidelines

**Owner Signature**

\_\_\_\_\_  
Printed name of Owner

\_\_\_\_\_  
Printed name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Owner

\_\_\_\_\_  
Printed name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Contractor Signature**

The contractor must sign below to indicate that all work will be performed in compliance with all required governmental codes and permits.

\_\_\_\_\_  
Printed name of Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Name of Company

\_\_\_\_\_  
Date

**Electrical Vehicle Charging Station  
Statement of Indemnification**

Now therefore, in consideration of the sum of One Dollar and other good and valuable consideration, including in consideration of the agreement of Pinewood Greens Homeowners Association (the "Association") to allow the undersigned homeowner ("Owner") to install an electrical vehicle charging station (or "EVCS") on the assigned parking space of their residence located at \_\_\_\_\_, Falls Church, Virginia (the "Residence"), Owner hereby agrees to indemnify and hold harmless the Association, its Board of Directors, committee members, agents, and employees from any and all liability, including all attorney fees incurred by the Association resulting from any claim, arising out of the installation, maintenance, operation, or use of such EVCS.

Owner further acknowledges that an EVCS may only be installed on the limited common element parking space appurtenant to the residence owned by the Owner and that Owner is responsible to pay the cost of removal of the EVCS and restoration of the area if the homeowner decides there is no longer a need for the EVCS.

Owner acknowledges and agrees this signed and notarized Statement of Indemnification must accompany the Application and shall become part of the Application. This Statement of Indemnification must be included in all subsequent Resale Disclosure Packets for the Residence under the applicable provisions on resale disclosures in the Virginia Property Owners Association Act in order to notify subsequent purchasers of their responsibility to indemnify and hold harmless the Association, its Board of Directors, committee members, agents and employees as stated above.

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Printed name of homeowner

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Signature

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Signature

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Date

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Date

Affix Notary Seal Here:

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Signature

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## Fascia Boards, Soffit Boards, and Gutter Boards

Please see [Appendix 13](#) for a diagram of fascia, soffit, and gutter boards.

- \_\_\_\_\_ Installation of non-wooden fascia, soffit, and gutter boards with vinyl siding or a composite material such as Azek (or a similar product from another manufacturer) as a replacement for wooden fascia boards is permitted with prior written approval.
- \_\_\_\_\_ All replacement fascia boards must match the dimension of the original boards.
- \_\_\_\_\_ The guideline in “Paint Colors, House” require side and rear fascia boards be white.
- \_\_\_\_\_ Front fascia, soffit, and gutter boards may be white or match the color of the trim on the front of the house. See the guideline in Paint Colors, House.

## Fences

- \_\_\_\_\_ You must receive written approval from the AC before you install or replace a fence.
- \_\_\_\_\_ **Location.** All fences must be located within your property lines. End unit side fences must be set back from the front of the house at least six (6) feet. Fences must not obstruct sight lines for vehicular traffic.
- \_\_\_\_\_ **Construction Design.** All new or replacement fences must be of the vertical alternating board style used in the neighborhood. (The older horizontal basketweave style is being phased out in favor of the more durable vertical alternating board fence.) Please see [Appendix 7](#) for photographs of approved fence construction design.
  - \_\_\_\_\_ The vertical boards must be square cut 1”x6” pressure treated pine. Posts are 4”x4” or 6” by 6” pressure treated pine.
  - \_\_\_\_\_ The height of the fence should be comparable with the height of other fences on the block, which is normally about six (6) feet. The top of the fence may have a slope similar to the slope of the land. (See [Appendix 7](#) for a picture of approved fence construction on a slope.)

- \_\_\_\_\_ Three horizontal 2"x4" pressure treated pine supports per section of fence are required (one horizontal support at the top of the fence, one in the middle, and one at the bottom of the fence, The horizontal 2"x4" supports must be centered on the posts. The upper 2"x4" horizontal support must be flush with the top of the fence. Vertical boards are not allowed to extend above the top horizontal 2"x4" support.
  
- \_\_\_\_\_ The space between the vertical boards can be no less than 2.5" and no greater than 3.5" inches.
  
- \_\_\_\_\_ Boards on opposite sides of the fence should be centered on the space so there is a minimum 1" overlap of the boards to avoid direct view into the back yard.
  
- \_\_\_\_\_ A cap board is recommended, but not required.
  
- \_\_\_\_\_ **Fence Repair/Replacement.** You do not have to replace the entire fence at one time. For example, you may replace the rear fence independently of the side fences (after obtaining any necessary approvals). This also allows changing a rear fence to vertical while leaving a common fence horizontal.
  
- \_\_\_\_\_ When repairing or replacing one fence segment (a section between two 4" x 4" posts) you may replace the segment using the existing design. When repairing or replacing an entire side of fence (rear or side), use approved vertical alternating boards style with three horizontal 2" x 4" supports; an application is required.
  
- \_\_\_\_\_ **Rear fences.** Privacy fences enclosing the backyard are required if the home has a rear fence installed as of January 1, 2013. For lots without rear fences as of January 1, 2013, privacy fences are encouraged. These lots without rear fences (which are therefore visible from the common grounds) are subject to stricter scrutiny with respect to appearance, general upkeep and maintenance, and approval of possible future structures.
  
- \_\_\_\_\_ **Fence Paint.** Fences must be painted and/or repainted in conformance with the Rules for Fence Color Selection (see [Appendix 1](#)). All exterior surfaces and edges facing toward the common grounds must be painted with the approved paint for that section of the Community. The interior (inside face of the boards) of a fence may be left unpainted or a clear non-gloss waterproofing product, such as Thompson's, may be applied. If painted, the approved paint must be used.

Stains, other brands of paint, or other paint colors are not permitted. The fence paint must be a satin or semi-gloss finish. High gloss finishes are not allowed.

\_\_\_\_\_ **Types of Fences Not Allowed.** Installation of a picket fence, stockade fence, chain link, or galvanized metal fence is not allowed. Fences in the front yard are not allowed. Prefab fences or any fence construction design or material other than vertical alternating board wooden fences described above will not be approved and will be cited for replacement as an Unapproved Exterior Modification.

\_\_\_\_\_ **Fence Gates.** Construction or replacement of fence gates must have prior written approval of the AC. Please see [Appendix 7](#) for diagrams/photographs of approved fence gate construction.

\_\_\_\_\_ Fence gates must be no higher than the fence, and no shorter than 1 foot below the fence line.

\_\_\_\_\_ The tops of gates may be arched or have a straight edge. Picket or dog eared gate tops are not allowed.

\_\_\_\_\_ The fence gates must be of single (not alternating) board construction. Structural components of the fence gate must be on the side of the gate facing the back yard.

\_\_\_\_\_ Fence gates must have a functioning latch that allows the fence to remain closed.

## Front Door Trim

\_\_\_\_\_ You may replace the trim around or above your front door with approval from the AC. The replacement trim must match the dimension, colonial construction design, and style of the original door trim on the front of the house.

\_\_\_\_\_ You may install non-wooden door trim using a composite material such as Azek (or a similar product from another manufacturer) as a replacement for wooden door trim with prior written approval.

\_\_\_\_\_ When you are replacing the trim around the front door, pay close attention to the width of the trim. Narrower trim will expose leftover paint or caulk on the bricks that is very difficult to remove. The narrower door trim, leftover paint, and leftover caulk will be cited as violations which need to be removed.

## **Gutters and Downspouts**

- \_\_\_\_\_ Prior written approval is required before gutters and downspouts are replaced.
- \_\_\_\_\_ Gutters and downspouts must be white, aluminum, and a rectangular style matching the original gutter and downspout.
- \_\_\_\_\_ The gutters may have a diameter of 5" or 6". If a 6" gutter is to be installed, the AC may require replacement of the current gutter board with one large enough to accommodate the new 6" gutter.
- \_\_\_\_\_ Downspouts may have a diameter of 4" or 5".

## **House Numbers**

- \_\_\_\_\_ House numbers are required by Fairfax County ordinance.
- \_\_\_\_\_ The numbers are to be easily visible from the street and compatible with the style, size, and colors (black, brass, bronze, or pewter) used in the community.
- \_\_\_\_\_ Replacement house numbers must be of the same size (approximately 3 to 3.5 inches in height) and style as those used in the community.
- \_\_\_\_\_ Prior written approval is required if the size, style, color, or location of the house numbers are changed.

## **Lattices, Arbors, Bowers, Gazebos, and Pergolas**

- \_\_\_\_\_ Lattices/Trellises. Light weight, flat lattices for ivy or other climbing plants or flowers are permitted with prior written approval if located within your private property lines.
  - \_\_\_\_\_ Lattices/trellises may be painted white, black, or the same color as the fence. Lattices may also be left natural.
  - \_\_\_\_\_ Lattice/trellises size in a front or side yard shall not exceed 5 feet tall by 3 feet wide.



- \_\_\_\_\_ Lattices/trellises in the rear yard may not extend more than 3 feet above the fence line.
- \_\_\_\_\_ Arbors, etc. Arbors, bowers, pergolas, or gazebo-like structures with roof or overhanging arch frame are not permitted.

## **Lighting, Exterior**

- \_\_\_\_\_ All exterior lighting shall be of such intensity and directed in such a manner as not to create an annoyance to neighbors.
- \_\_\_\_\_ Exterior light bulb colors shall be white or "insect" yellow.
- \_\_\_\_\_ Front lighting. Front exterior lighting fixtures shall be restricted to black, white, pewter, brass, or bronze porch lights and must be of a size similar to porch lights installed throughout the community. Prior written approval is required before a porch light is installed or replaced.
- \_\_\_\_\_ Rear lighting. Rear exterior lighting fixtures shall be restricted to black, white, pewter, brass, or bronze porch lights and must be of a size similar to porch lights installed throughout the community. Prior written approval is required before a porch light is installed or replaced.
- \_\_\_\_\_ Replacement of rear standard exterior rear light fixtures with directional flood lighting is permitted with prior written approval.
- \_\_\_\_\_ Lighting on Sides of End Units. Installation of exterior directional flood lighting on the sides of end units is encouraged and permitted with prior written AC approval.
  - \_\_\_\_\_ Wiring and leads for security lights mounted on the sides of end units must be securely attached to the house in an unobtrusive manner as possible. Electrical conduits are not allowed.
  - \_\_\_\_\_ End unit lighting shall be of such intensity or mounted and directed in such a manner so as to not create an annoyance to neighbors.

## Paint Colors, House

\_\_\_\_\_ Exterior paint colors contribute significantly to the architectural standards of each townhouse as well as the entire community. Colonial paint colors similar to Williamsburg paint colors of light to moderate hue with darker accent colors have been used over the years and may be used with prior approval. Exterior paint color changes to the house may be approved if the proposed color is in harmony with the colors of adjacent homes and the colonial standards of the community.

\_\_\_\_\_ **Paint Colors in General.** Generally lighter colors are to be used for bay windows, front fascia boards, front soffits, and siding. Either darker or lighter colors may be used on front doors, front door trim, and shutters. Only flat, satin, or semi-gloss paint may be used for house paint colors. Enamel or high gloss paint will not be approved.

\_\_\_\_\_ **You have two choices for repainting house paint trim:**

\_\_\_\_\_ **Repainting using Existing Colors.** You may repaint the exterior trim on your home in existing colors (repainting using your current paint) without submitting an Application for Architectural Review. You must match the current color exactly.

\_\_\_\_\_ **Repainting using Non-Preapproved House Paint Colors.** A homeowner may propose a different or non-preapproved paint color. The homeowner must first submit an Application for Architectural Review, including a paint sample with the manufacturer's name and color.

\_\_\_\_\_ **Unpainted surfaces.** Surfaces that are unpainted and unstained, such as brick or concrete, are to remain unpainted and unstained.

\_\_\_\_\_ **Painted surfaces.** For surfaces that are painted, each homeowner must use the house paint guidelines as described in this section.

\_\_\_\_\_ **Stucco surfaces.** Stucco surfaces must remain white, off-white, cream, or ivory.

\_\_\_\_\_ **Bay windows.** There is no requirement that the bay window inset be painted a contrasting color. The entire wooden portion of the bay window may be painted one color.

\_\_\_\_\_ **Siding.** Siding may be painted, but specific color information must be stated as part of the application. Colonial paint colors similar to Williamsburg paint colors of light to moderate hue are recommended for siding.

\_\_\_\_\_ **Side and rear trim.** All side roofline fascia boards, rear upper fascia boards, rear mid-level fascia boards, and rear soffits must be painted white. Please refer to Fascia Boards, Soffit Boards, and Gutter Boards for installation of Azek or similar composite boards.

\_\_\_\_\_ **Tudor trim.** Tudor trim boards on the front of the house may be painted dark brown to match the original tudor trim color, or white, ivory, or off-white. Side fascia boards of houses with tudor trim may be painted white or matching brown color.

Alternatively, if you own a home with stucco and tudor trim and wish to install siding over the stucco to update your house, please submit an application. This siding installation has been approved in the past and is strongly encouraged. Please see the guideline in [Section IV, Siding](#) for a discussion of siding installation

## Railings

\_\_\_\_\_ Railings on front steps and/or stoops must be wrought iron.

\_\_\_\_\_ Prior written approval is required before replacement or installation of any railing.

\_\_\_\_\_ The railing design must match railings already installed in the community, and must match the colonial architectural style, size, as well as placement of railings used on homes in the community.

\_\_\_\_\_ Railings must be painted black.

\_\_\_\_\_ Metal railings must be properly seated in the concrete steps or entrance pad, without build-up of concrete blocks, build-up of other materials around the base of the railing, or fabrication of supporting boxes around the base of the railing. Pre-manufactured railing supports have been approved in the past and are depicted in [Appendix 11](#).

\_\_\_\_\_ If the house currently has railings installed, the railings cannot be removed and must be reinstalled if the concrete steps are replaced.

## Roof Shingles

- \_\_\_\_\_ An application specific to roof replacement has been developed to ensure all required information is provided. Please use the application which can be found on the HOA website ([www.pinewoodgreens.com](http://www.pinewoodgreens.com)).
- \_\_\_\_\_ Prior written approval is required before a roof is replaced. Please refer to [Appendix 4](#) for a list of roof shingles that have already been evaluated by the AC and will expedite your application. (These are also listed on the roof application.)
- \_\_\_\_\_ Roof shingles must be of the same architectural design, size, style, color, and material, and installed in the same location and style as those generally in use throughout the community.
- \_\_\_\_\_ Pictures depicting the approved 3-tab construction style and architectural roof shingles are shown in [Appendix 4](#).
- \_\_\_\_\_ It is strongly recommended that you choose a different roof shingle color from the roof color on your neighbor's house.

## Satellite Dishes

- \_\_\_\_\_ You must apply for a satellite dish before installation. An Application for satellite dish installation on the rear roof of the house will be responded to within 5 days (of receipt Monday – Thursday) of submission if the application is complete, provides detailed specifications such as dimension and location, and meets the criteria below.
- \_\_\_\_\_ Satellite dishes less than 1 meter (39.4 inches) and installed on the REAR roof of the house will be approved.
- \_\_\_\_\_ If the satellite dish must be installed in any location other than the rear roof of the house, the homeowner must present a written statement from the satellite dish company explaining the reason the dish cannot be installed on the rear roof.
- \_\_\_\_\_ You must submit an Application for Architectural Review for satellite dish installations on the front roof of the house, on fences, or on decks.

- \_\_\_\_\_ Satellite dishes may not be installed on the front façade of the house, the back facade of the house, in the front yard, on the side roofline fascia boards, in trees, or on the common grounds.
- \_\_\_\_\_ If you need to install the dish on an extension pole to gain signal, you must have written approval for the pole. The maximum combined height of the satellite dish and the pole is limited to 5 feet.
- \_\_\_\_\_ You and your installer must ensure that the wires/cables/leads from your satellite dish are installed to meet the requirements explained below.

### **Satellite Dish Wires, Cable TV Wires, Telephone Wires, and Other Exterior Wires**

- \_\_\_\_\_ You and your installer must ensure that your satellite dish wires, cable television wires, telephone wires and any other exterior wires are installed as required below:
  - \_\_\_\_\_ The wires may be installed only on the rear of the house. The wires may not be installed on the front or side of the house.
  - \_\_\_\_\_ The wires must be installed in an unobtrusive manner, securely attached to the house, behind (or beside) the downspout or in the corner with an adjacent house.
  - \_\_\_\_\_ Wires that are loose, dangling or looped over the gutters are a violation and will be cited by the Architectural Committee for re-installation.
- \_\_\_\_\_ Informing the installer of the proper way to install outside wires is your responsibility. Please discuss these Guidelines with the installer **before the work is done** so that you will not have to call the installer back to your home to correct a violation.

## Sheds, Storage

\_\_\_\_\_ Before you install a new shed or replace a current shed, you must have written approval from the AC.

**Warning:** You must not use a current shed you see in a neighbor's yard as an example to follow, without having your plans first reviewed by the AC. Shed Guidelines were revised in 2006 and again in 2013. Many sheds you see may have been installed before the revisions and cannot be used as an example. Constructing a shed without having written approval from the AC could lead to a violation, and the shed may have to be removed or substantially reconstructed at your expense.

\_\_\_\_\_ **Shed Location.** All sheds must be located in your yard and must be enclosed within the fence.

\_\_\_\_\_ A shed may be located in the rear yard, located next to the fence or the back wall of the house.

\_\_\_\_\_ For end townhouses, a shed may be located in the side yard, located next to the side wall of the house. The shed must be installed completely within the side yard (flush with the back wall of the house). The shed must be free standing and not be attached or "flushed" to the house.

\_\_\_\_\_ Sheds are not permitted in front yards.

\_\_\_\_\_ **Shed Size.** The maximum size of a shed will be as follows:

\_\_\_\_\_ If a shed is located in the rear yard, the maximum size of a shed will be 8 by 10 feet

\_\_\_\_\_ For end townhouses, if a shed is located in the side yard, the maximum length of a shed will be 20 feet long. The maximum width of a shed will be 8 feet wide.

\_\_\_\_\_ **Number of sheds.** The requirements for the number of sheds allowed are as follows:

\_\_\_\_\_ You may install only one shed that exceeds the height of the fence; written approval is required.

- \_\_\_\_\_ You may install one shed that is shorter than the fence without written approval.
- \_\_\_\_\_ If you wish to install an additional shed that is shorter than the fence, you must submit an Application for Architectural Review.
- \_\_\_\_\_ In no case can more than 200 square feet of a rear or side yard be covered with sheds.
- \_\_\_\_\_ **Shed Height.** The top of the shed roof may not be higher than 3 feet above the fence line at any point.
  - \_\_\_\_\_ Please remember that if a shed is constructed on a concrete pad or installed on other supports, you will need to add the height of the pad or supports to the height of the shed in order to determine the overall height of the shed.
  - \_\_\_\_\_ When you apply for your shed, you must include a diagram that indicates the height of the shed roof top above the fence line.
  - \_\_\_\_\_ Homeowners who have sloping yards must pay special attention to the height of the shed roof along all points of the shed along the slope.
  - \_\_\_\_\_ If the shed is more than 3 feet above the fence line at any point along the fence, the shed will be cited as an Unapproved Exterior Modification and is subject to removal or substantial reconstruction at your expense.
- \_\_\_\_\_ **Shed Door.** The door of the shed must open into the back yard, and not onto the common grounds.
- \_\_\_\_\_ **Windows in sheds.** Windows in sheds are allowed. The shed window must be no larger than 2 feet by 2 feet. The frame of the window must be white. The shed window must have white muntins.
- \_\_\_\_\_ **Shed Construction Materials.** Three types of shed construction materials are allowed: wood, vinyl, or Rubbermaid and Rubbermaid-like sheds. Metal sheds and sheds constructed of any other materials will not be approved.
- \_\_\_\_\_ **Wooden sheds.** You may choose to build a wooden shed or install a manufacturer's pre-built wooden shed.

\_\_\_\_\_ Most homeowners in Pinewood Greens have chosen to build wooden sheds because of the price and their adaptability to small townhouse yards. Wooden sheds, when painted the approved fence paint color, blend with the color of the fence and are therefore less visible.

\_\_\_\_\_ **Pre-Built Wooden Shed.** If you choose to use a pre-built wooden shed, you must ensure that the shed meets all criteria (materials, construction, size, shed height) explained in this section of the Guidelines. If the pre-built wooden shed extends above the fence line, you must paint a manufacturer's pre-built shed the approved fence paint color.

\_\_\_\_\_ **Wooden shed side wall construction.** The sides of wooden sheds (including pre-built) must be exterior T111 plywood or LP SmartSide Strand Panel Siding, with the grooves of the boards installed vertically. The side of the shed must be of independent construction from the fence. Fence boards cannot be used as the side of a shed.

\_\_\_\_\_ **Wooden shed color.** Wooden sheds (including pre-built sheds that extend above the fence line) must be painted using any of these colors:

\_\_\_\_\_ The approved fence color for your specific address (see [Appendix 1](#))

\_\_\_\_\_ Sherwin-Williams "Worldly Gray" (SW 7043)

\_\_\_\_\_ Sherwin-Williams "Hearts of Palm" (SW 6415)

\_\_\_\_\_ **Wooden shed roofs.** Roofs of wooden sheds must be shingled with asphalt shingles similar to the shingles on houses in the neighborhood. You can also use wooden shingles that are left natural or painted the same color as the shed. Un-shingled wooden shed roofs are not allowed. Metal roofs, plastic roofs, corrugated plastic roofs, plywood roofs, or roofing materials other than shingles are not allowed.

\_\_\_\_\_ **Vinyl Sheds.** While wooden sheds that blend with the color of the fence are recommended, vinyl sheds are allowed with prior written approval. Vinyl sheds may be factory finished white, ivory, beige, light gray, or almond. Except for color and construction materials, a vinyl shed must meet all the requirements for



wooden sheds such as height, width, length, location, and all other requirements in this section.

\_\_\_\_\_ **Rubbermaid (or Rubbermaid-like) Sheds.** While wooden sheds that blend with the color of the fence are recommended, Rubbermaid and Rubbermaid-like sheds are allowed with prior written approval. These sheds may be factory finished white, ivory, beige, light gray, and almond. Except for color and construction materials, a Rubbermaid-like shed must meet all the requirements for wooden sheds, such as height, width, length, location, and all other requirements in this section.

\_\_\_\_\_ **Shed Use Restrictions.** Sheds may not be used to house business-related activity (such as business workshops). They may not be used as house additions for extra living space. Sheds may not be used as garages.

\_\_\_\_\_ **How to Apply for a Shed.** Please include the following specifications when you fill out your Application for Architectural Review:

\_\_\_\_\_ Include detailed architectural drawings for the shed (whether your shed is a replacement or new installation).

\_\_\_\_\_ The architectural drawings must clearly state all dimensions of the shed (width, length and height of the roof top above the fence line). Remember to add the depth of the foundation to the height of the shed roof, if the shed is to be installed on a concrete pad or other foundation.

\_\_\_\_\_ The architectural drawings must diagram the exact location of the shed in your back or side yard.

\_\_\_\_\_ If you are using a manufactured shed, you must submit a brochure that shows a picture of the shed and clearly explains the construction materials.

\_\_\_\_\_ If you are building a wooden shed, you must describe construction materials.

\_\_\_\_\_ **When You Install or Build your Shed.** You must build your shed to match the specifications you submit on your Application for Architectural Review. If you are using a contractor to build your shed, it is your responsibility to ensure that the contractor follows the specifications in your Application. If the final construction

does not follow the approved specifications of your Application (for example the top of the shed roof is higher than you have stated in the Application) your shed will be an Unapproved Exterior Modification and subject to removal or substantial reconstruction at your expense. (See [Section VI](#)).

## Shutters

- \_\_\_\_\_ Prior written approval is required before exterior shutters are replaced or installed.
- \_\_\_\_\_ Please refer to [Appendix 6](#) for a list of shutters and shutter colors that would expedite your application.
- \_\_\_\_\_ Shutters must be of the architectural design, size, construction, style, color, and material, and installed in the same location and style as those generally in use throughout the community.
- \_\_\_\_\_ Either the louvered style or raised panel style of shutters will be approved.
- \_\_\_\_\_ Having a mix of shutter styles on the same side of the house is not allowed.

## Siding

- \_\_\_\_\_ You may replace the siding on the front or rear of your home with approval from the AC. You must submit a manufacturer's brochure with your application. Please indicate or circle the example of the siding you will use.
- \_\_\_\_\_ Please specify the color of the siding you will use, citing the manufacturer's name for the color or circle the color in the brochure.
- \_\_\_\_\_ You must indicate the width of the siding; 4 inch siding will not be approved.
- \_\_\_\_\_ Clapboard and beaded style siding will be approved. Dutchlap will not be approved.
- \_\_\_\_\_ The siding must have a smooth or wood grain design.
- \_\_\_\_\_ The siding must have a flat, satin, or semi-gloss finish. High gloss finishes are not allowed.

\_\_\_\_\_ Please see [Appendix 5](#) for examples of siding construction/siding colors that will be approved.

\_\_\_\_\_ Installation of siding over stucco and Tudor trim with vinyl siding is permitted (with written approval) and encouraged.

### **Soffit Screens/Inserts**

Please see [Appendix 9](#) for a diagram of soffits/soffit inserts.

\_\_\_\_\_ Wire soffit screens must be installed on the inside, not outside, of soffits.

\_\_\_\_\_ Installation of white universal soffit inserts as an alternative to wire screens is encouraged and permitted with prior written approval. The universal soffit insert must be installed to match the design of the soffit inserts shown in [Appendix 9](#).

\_\_\_\_\_ See [Appendix 9](#) for pictures of soffit inserts that will be approved.

\_\_\_\_\_ Soffit screening installed on the exterior side of the soffit will be cited as an Unapproved Exterior Modification. Please see [Appendix 9](#) for examples of soffit installations that will not be approved.

### **Solar Energy Collection Devices**

\_\_\_\_\_ You must receive written approval from the Architecture Committee (AC) before you install solar energy collection devices.

#### **\_\_\_\_\_ Solar Panels**

\_\_\_\_\_ All solar panels must be the same size, shape, and color.

\_\_\_\_\_ Solar panels should be black.

\_\_\_\_\_ Solar panels should be frameless or have black frames.

\_\_\_\_\_ Solar powered attic exhaust fans may be permitted on the rear roof but require the approval of the AC via an approved AAR.

#### **\_\_\_\_\_ Panel Location**

\_\_\_\_\_ Solar panels must be installed flush mounted, raised no more than 3 inches off the roof.

\_\_\_\_\_ Solar panels must be symmetrical and aligned to the roof line. All panels on a specific side of the roof should be contiguous. It's preferred that panels be centered.

\_\_\_\_\_ Setback from the roof edge must comply with county code.

\_\_\_\_\_ Solar energy collection devices are only permitted on the roof.

#### \_\_\_\_\_ Conduit & Inverter Box

\_\_\_\_\_ Wiring must come through the soffit and routed vertically down the back of the house until it reaches the level of the inverter box, at which point it can run horizontally. Wiring may not run over the edge of the roof or be wrapped around a gutter.

\_\_\_\_\_ Conduits must run down the rear of the house. Preferably the conduit should run near the edge of the house (in a similar location to where gutters are installed.)

\_\_\_\_\_ Conduits must be light gray, white, or painted to match siding.

\_\_\_\_\_ Inverter box should be installed in the immediate vicinity of the Electric meter.

\_\_\_\_\_ Homeowner must provide diagrams of the following for the application to be considered complete:

\_\_\_\_\_ Diagram of the panels on the roof.

\_\_\_\_\_ Diagram of the path the conduit will take to the inverter box.

\_\_\_\_\_ Diagram showing where on the house the inverter box will be installed.

### **Sump Pumps**

\_\_\_\_\_ Sump pumps may never cause ponds of standing water on the common property.

\_\_\_\_\_ All sump pumps installed after March 1, 2004 must expel water only from the back of the house. Side units may install sump pumps to expel from the side of the unit only if discharge water does not create a pond, wash area, or hazard on common property paths, roadways, or sidewalks.

\_\_\_\_\_ The AC may require a sump pump installed before March 1, 2004 that discharges water from the front of the house to be rerouted to the back of the house if the discharge water creates a pond (in warm weather months) or icy area (in cold weather months) on common property sidewalks, roadways, or paths. Sump pumps installed before March 1, 2004 that discharge from the front of the house will be reviewed on a case by case basis if the volume of discharge water creates ponding or ice on common property.

\_\_\_\_\_ No sump pump discharge may be directed to or flow onto neighboring private property.

\_\_\_\_\_ Homeowners may not cut common property curbs or tunnel water under common property sidewalks for discharge of sump pump water.

## **Tents and Cabanas**

\_\_\_\_\_ Permanent tents, cabanas, portable green houses, and tarps above the fence line are not allowed.

\_\_\_\_\_ Camping/party tents or cabanas may be temporarily installed for special occasions but may not be left up for more than 10 days.

## **Vents**

\_\_\_\_\_ Installation or replacement of vents requires prior written approval.

\_\_\_\_\_ Vents must be metal or plastic, and the color can be white, bare metal, or painted to match the surface to which they are attached. Size - Builder standard (6"x5"), but not to exceed 10"x8".

\_\_\_\_\_ Vent style must be downward facing or louvered.

\_\_\_\_\_ Vent covers must be metal or plastic and the color can be white, bare metal, or painted to match the surface to which they are attached.

\_\_\_\_\_ Vents and vent covers must be securely attached and kept reasonably clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.

\_\_\_\_\_ Style, Color, and Dimensions of the vent and diagram indicating location for installation must accompany the application.

See [Appendix 12](#) for pictures.

### **Window Fans**

\_\_\_\_\_ Window fans may be placed in windows only when in use. Window fans installed for kitchen ventilation are not allowed.

## Windows, Basement Egress Window and Window Well

\_\_\_\_\_ Installation of egress basement windows, egress window wells, and egress well covers require prior written approval from the Architecture Committee. This Egress Basement Window and Window Well Checklist will be submitted with and become part of the Application for Architectural Review.

### Compliance with Architectural and Maintenance Guidelines, Virginia Code, and Fairfax County Code:

\_\_\_\_\_ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all Architectural and Maintenance Standards requirements listed in this checklist.

\_\_\_\_\_ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all applicable Fairfax County codes to include, but not limited to:

\_\_\_\_\_ Fairfax County Land Development Services: Finished Basements requirements dated 11/17/08  
(<http://www.fairfaxcounty.gov/dpwes/publications/basements/basements.pdf>)

\_\_\_\_\_ Fairfax County Typical Finished Basement Details  
(<http://www.fairfaxcounty.gov/dpwes/publications/basements/details.pdf>)

\_\_\_\_\_ Fairfax County Typical Retaining Wall Details  
(<http://www.fairfaxcounty.gov/dpwes/publications/retainingwall/details.pdf>)

\_\_\_\_\_ Installation and/or enlargement of basement windows and window wells will be accomplished in compliance with all applicable Virginia code, to include, but not limited to the 2006 Virginia Residential Building Code (A copy of the 2006 Virginia Residential Building Code may be purchased from the International Code Council at [www.iccsafe.org](http://www.iccsafe.org) and is available in the reference section of Fairfax County libraries.)

\_\_\_\_\_ All work will be performed in compliance with all required governmental permits. Copies of the permits are submitted with this Application. Approval of this application will be contingent upon receipt of all required governmental permits.

\_\_\_\_\_ The attached statement of indemnification must be signed and notarized.

\_\_\_\_\_ All work must be accomplished by a licensed and insured contractor. Copies of the contractor's license and a certificate of insurance must accompany the application. The contractor must sign below that all work will be performed in compliance with all required governmental codes and permit.

### **Construction Specifications Required**

Detailed specifications must be provided with the Application to include:

\_\_\_\_\_ Location. The location of the window and window well on the foundation wall of the house is specified in the Application.

\_\_\_\_\_ A diagram with dimensions indicating the exact location of the proposed window and window well is submitted.

\_\_\_\_\_ A picture of any current basement window and window well is submitted, with dimensions of both any current window and any current window well indicated on the picture.

\_\_\_\_\_ The height of the top of the window above exterior grade will be no higher than either the top of an existing window or the minimum height necessary to satisfy the egress requirement.

\_\_\_\_\_ The width of the window will be no more than 32 inches.

\_\_\_\_\_ Replacement Window. A brochure with dimensions and picture of the window to be installed is submitted.

\_\_\_\_\_ The frame of the window will be white.

\_\_\_\_\_ The window may be a slider, casement, single or double hung window.  
(Circle one)

\_\_\_\_\_ The U-factor of the window must meet or exceed the specifications of the Fairfax County Typical Finished Basement Details.

\_\_\_\_\_ **Alteration to Load Bearing Basement Foundation Walls.** I understand that Fairfax County requires submission of plans to accompany the required permit when there is any alteration to an existing load bearing wall or exterior wall. (see Section 2, page 3 of Fairfax County Land Development Services: Finished



Basements). Installation of a new or enlarged window opening must also be installed in compliance with the 2006 Virginia Residential Building Code.

\_\_\_\_\_ Fairfax County approval of these plans as well as the permit for any alteration of an existing load bearing wall or exterior wall is submitted with the Application, including specifications detailing the window header.

\_\_\_\_\_ **Window Well.** I understand that Fairfax County Typical Finished Basement Details require that a window well must be constructed when grade conditions require the sill of the egress window to be below the outside grade elevation.

\_\_\_\_\_ I have complied with Fairfax County Code for any required plan submission that must accompany a permit for the construction of a new window well. Copies are attached to this Application.

\_\_\_\_\_ Detailed specifications, dimensions, manufacturer's brochures and diagrams describing the proposed window well have been submitted with the Application, to include the height of the reveal of the window well above grade at the midpoint of the window well and the two locations where the well meets the foundation wall.

\_\_\_\_\_ I will use a plastic or galvanized metal pre-fabricated window well. (Circle one). The manufacturer's specifications, dimensions, and brochure are submitted with the Application. A sample color of the pre-fabricated window well is included. The color of the window well will be: ivory, grey, beige, dark brown, dark green, or black (Circle one).

\_\_\_\_\_ The height of a pre-fabricated window well as installed (i.e. the reveal) will be 4 inches above grade. If the reveal is 4 inches above grade, I understand that a border around the well must also be installed. The border will be constructed of ornamental garden block or pressure treated timbers (Circle one). Detailed construction plans including diagrams depicting the dimensions of the border, elevation drawings, and manufacturer's brochures have been submitted with the Application.

\_\_\_\_\_ If ornamental garden block is to be used, samples, a color brochure, or a web reference depicting the color, material, and dimension of the product are submitted.

- \_\_\_\_\_ If pressure treated timbers are to be used, I understand that the timber size must not exceed 4" X 4." The timbers must remain natural in color and not painted or stained. Clear waterproofing treatment may be used.
  
- \_\_\_\_\_ **Drainage from the Window Well.** The Application includes detailed steps to be taken to guarantee that the window well will not permit or facilitate water to penetrate the modified home or neighboring homes.
  - \_\_\_\_\_ The window well will be installed in compliance with the Fairfax County Typical Retaining Wall Details specifications with regard to drainage, if deemed applicable by Fairfax County.
  
  - \_\_\_\_\_ The homeowner, by signing this checklist, acknowledges that he/she or any future owner of the home may be required to install a sump at the base of the window well as a result of water penetration to neighboring homes subsequent to installation of the window well. Water discharged from the sump pump must meet Architectural Control Guidelines (see [Section IV](#)).
  
- \_\_\_\_\_ **Window Well Cover.** A window well cover is required and will be installed to prevent fall-hazard to adjoining neighbors presented by the newly installed or enlarged window well.
  - \_\_\_\_\_ Pictures, manufacturer's brochures, and elevation drawings with dimensions of the cover have been submitted with the Application.
  
  - \_\_\_\_\_ I understand that if a plastic bubble-type window well is used, the height of the bubble shall not exceed 4" above grade (including the dimension of the height above grade of the window well). I understand that yellowed or worn window well covers will be cited as an eyesore violation for removal or replacement.
  
  - \_\_\_\_\_ The means of attaching the cover to the window well without impeding the intended fire egress have been specified in the Application.
  
  - \_\_\_\_\_ The homeowner applying for approval is responsible for assuring that the window well is in compliance with all governmental permits and codes and appropriate for use, and may not rely upon approval of the Association for this purpose.

\_\_\_\_\_ I have read the above requirements of the Egress Window and Window Well Checklist. I will ensure that my contractor will install the proposed egress window, window well, and window well cover in compliance with this checklist and all requirements of the Architectural Control Guidelines.

Homeowner Signature

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Contractor Signature

The contractor must sign below to indicate that all work will be performed in compliance with all required governmental codes and permits.

\_\_\_\_\_  
Printed name of Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Name of Company

\_\_\_\_\_  
Date

**Egress Basement Windows and Window Wells  
Statement of Indemnification**

In consideration of the agreement of Pinewood Greens Homeowners Association (the “Association”) to allow the undersigned homeowners (“Homeowners”) to install a basement egress window and window well in the basement of their home located at \_\_\_\_\_, Falls Church, Virginia (the “Home”), and for other good and valuable consideration, Homeowners hereby agree to indemnify and hold harmless the Association, its Board of Directors, committee members, agents, and employees from any and all injuries, property damage, causes of actions, claims or obligations and all consequential and incidental damages including but not limited to structural failure, damage from water infiltration, and personal injury arising out of or relating to the alteration of the foundation wall, installation of a basement egress window, installation of a basement egress window well, installation of a basement window well cover in the Home and any concomitant regrading.

Homeowners further acknowledge that they and any subsequent owner(s) of the Home are responsible for maintaining the basement windows, window wells, window well cover, and regrading in a safe and sound condition.

Homeowners understand and agree that this signed and notarized agreement shall accompany the Application and will become part of the Application. This statement of indemnification shall be included in all subsequent resale disclosure packets for the Home under the applicable provisions on resale disclosures in the Virginia Property Owners Association Act in order to notify subsequent purchasers of their responsibility to indemnify and hold harmless the Association, its Board of Directors, committee members, agents and employees as stated above.

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Printed name of homeowner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Printed name of homeowner

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Printed name of homeowner

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Signature

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Signature

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Date

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Date

Affix Notary Seal Here:

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Signature

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## **Windows, Basement – Existing Basement Window Modification/Replacement**

\_\_\_\_\_ If you wish to install a new basement window or make any changes (modifications) to an existing basement window, you must submit an Application for Architectural Review.

## **Window, Dormers**

\_\_\_\_\_ Dormer window additions are not allowed.

## **Windows, Storm**

\_\_\_\_\_ Storm windows must be white and match the style, construction design, and size of storm windows throughout the Pinewood Greens.

\_\_\_\_\_ Prior written approval is required before storm windows are installed.

\_\_\_\_\_ Brochures depicting the proposed storm windows must be submitted with the application.

## **Window Treatments**

\_\_\_\_\_ Materials not intended to be sold as window treatments may be cited as an eyesore (for example, aluminum foil, cardboard, sheets, poster board).

\_\_\_\_\_ Whole window appliquéés must be approved before installation.

## **Windows, Replacement**

\_\_\_\_\_ An application specific to window replacement has been developed to ensure all required information is provided. Please use the application which can be found...

\_\_\_\_\_ Prior written approval is required before you replace your windows.

\_\_\_\_\_ You must include brochures clearly depicting the construction and style of the proposed replacement. Please circle clearly the style of window you will be purchasing. You must also designate on your application which windows are to be replaced (for example, you are replacing all the windows, just the windows on the front of the house, or just the windows on the back of the house).

- \_\_\_\_\_ Windows must be installed with white colonial grids/muntins. White grids/muntins must be installed on both the top and the bottom half of the windows. Windows in Pinewood Greens are installed with 6 over 6 white grids. If you are replacing a rear kitchen window that was originally installed with 8 over 8 white grids, the replacement window must match the 8 over 8 construction style. Houses with two long windows in front can use either 12 over 6 or 9 over 9 window grids/muntins.
  
- \_\_\_\_\_ Partial Replacement. All windows on a face (front or back) of the house must be replaced at the same time. Applications to replace windows on only portions of a face will be denied. If the replacement window will be an EXACT match to the existing windows in every dimension and material, this may be demonstrated to the AC for their consideration.
  
- \_\_\_\_\_ Windows must be white.
  
- \_\_\_\_\_ Windows above ground level must be either double hung or single hung except in openings with 3 windows as described below.
  
- \_\_\_\_\_ Casement, slider, or windows other than double or single hung are allowed only in a basement window at or below ground level.
  
- \_\_\_\_\_ In a multi-windowed opening (a window with two or three windows), the replacement windows must match the width dimensions of each original window. Openings with two windows must be replaced with two equal width windows. Openings with three windows may be replaced with one of:
  - \_\_\_\_\_ Three double or single hung windows of equal width.
  
  - \_\_\_\_\_ Two double or single hung windows on either side of a picture window (a wider window that does not open). All windows must have muntins as described above. The picture window must represent less than 50% of the width of the opening.
  
- \_\_\_\_\_ Photographs and brochures of windows that may be approved are listed in [Appendix 8](#).



## **Yards and Landscaping**

- \_\_\_\_\_ In general, planting on the owner's property does not require AC approval. There is no requirement that you have grass in the front yard. Alternative to grass, mulched garden areas or ground covers (such as periwinkle or pachysandra) that encompass the front yard are allowed.
  
- \_\_\_\_\_ Front yards must have foundation plantings such as shrubbery that obscure the foundation. Bare sections of dirt in the front yard are not allowed.
  
- \_\_\_\_\_ If you wish to install landscaping rocks as an alternative to grass or mulch, you must submit an Application for Architectural Review. Landscaping rocks may only be used as accents in a portion of the front yard. Landscaping rocks cannot be installed to cover the entire front yard. Landscaping rocks must be natural in color.

## **Yards – Back Yards and Gardens**

- \_\_\_\_\_ Backyard planting is encouraged. All landscaping must be planted within property lines. Plantings or shrubbery growing between or over fences must be pruned to extend no farther than the fence line.
  
- \_\_\_\_\_ Rear yards without full height fences must maintain rear yards and gardens, and must not allow them to become an eyesore

## **Yards – Bamboo and Other Invasive Plants**

- \_\_\_\_\_ Bamboo and other invasive plants are not allowed.

## **Yards – Front Yard Landscape Accessories**

- \_\_\_\_\_ Flower pots with seasonal flowers that bring color to our neighborhood are encouraged and are allowed without prior approval.
  
- \_\_\_\_\_ Other small (less than 12 inches in any dimension) decorative landscaping ornaments are allowed in limited numbers: up to 5 decorative landscaping ornaments may be placed in the front yard or on the front steps.

- \_\_\_\_\_ You must apply for landscaping accessories (other than flower pots) larger than 12 inches in any dimension such as bird baths, trellises, fountains, sun dials, chairs, park benches, or statues.
- \_\_\_\_\_ The AC may review specific landscaping accessories and request that accessories be removed.
- \_\_\_\_\_ Seasonal decorations in the front yard must be removed in a timely manner.

### **Yards – Fruit and Vegetable Gardens**

- \_\_\_\_\_ Vegetables or fruit must be planted inside your rear fence lines. Planting herbs and vegetables in front/side yards is allowed but must be confined to container-planting (a container no larger than 14 – 16 in diameter inches). No more than 5 containers are allowed in the front/side yards. Fruit and vegetable plants in the front/side yards cannot be taller than 15 inches and cannot vine or extend beyond the confines of the pot.
- \_\_\_\_\_ Tomato cages, stakes, or similar structures are not allowed in the front or side yards.

### **Yards – Garden Borders and Retaining Walls**

- \_\_\_\_\_ You must submit an Application for Architectural Review before you install a garden border.
- \_\_\_\_\_ Garden borders that may be allowed include but are not limited to: brick borders, stone borders, and 4" X 4" garden ties made of pressure treated wood.
- \_\_\_\_\_ Cinder block, concrete, plywood, and picket-style fence borders are not permitted.
- \_\_\_\_\_ All garden edging must be maintained properly, without leaning or loose stones or ties, and maintained in a manner to prevent becoming a trip hazard.

### **Yards – Ivy and Vines**

- \_\_\_\_\_ Climbing ivy and other vines on bricks or siding are strongly discouraged. If ivy is used, it must be kept trimmed so as not to grow on neighboring homes.

## **Yards – Planting and Landscaping on the Common Grounds**

- \_\_\_\_\_ Landscape planting on the common property is not allowed without written approved in advance by the Association’s Maintenance (common grounds) Committee.

## **Yards – Traffic Visibility**

- \_\_\_\_\_ Trees, hedges, shrubs or any other plants on private property which restrict sight lines for vehicular traffic are prohibited. Shrubbery and landscaping on private property should not exceed three feet in height if within vehicular line of sight.

## **Yards – Trees**

- \_\_\_\_\_ Trees in the front yard (on the homeowners property) may be removed without prior permission of the AC. If the tree is removed from the front, the stump must also be removed (or ground with a stump grinder) and the area landscaped.
- \_\_\_\_\_ A size-appropriate tree may be planted in the front yard, with prior approval from the AC.
- \_\_\_\_\_ Trees on private property must be maintained in a manner to prevent damage to common property.
- \_\_\_\_\_ Trees may not block or intrude on the common sidewalks. Tree branches that overhang a common/public sidewalk must be pruned not less than 7 feet above the sidewalk.

## V. MAINTENANCE STANDARDS

The ongoing maintenance of each Pinewood Greens townhouse affects the overall appearance and value of each home as well as neighboring homes and the entire Association. It is therefore essential that regular, timely, and thorough maintenance practices be followed by each homeowner.

Regular and timely preventative maintenance, maintenance, and repairs to each townhouse are crucial to the preservation of the Association as a whole. These regular and timely actions prevent unacceptable deterioration and can help avoid unexpected financial expenditure.

The exterior of every townhouse shall be maintained by the owner to preserve and enhance the overall quality, desirability, and attractiveness of the home and community in a satisfactory manner as required by the Pinewood Greens Homeowners Association Covenants, Article IX. These maintenance requirements apply to all townhouse exteriors, fences, front and side yards, and any other exterior structures or portion of the property which can be viewed from the Association's common grounds or from another lot or home.

### A. Maintenance Requirements

The following is a general list of basic maintenance requirements. Items and/or aspects of property maintenance which become relevant due to deterioration but not specified in these Guidelines may also be cited if they contribute to a properly maintained home.

1. **Decks.** Decks must be kept in good repair: without broken, loose, missing or out-of-place place boards, rot, damage, detachments, or otherwise deteriorated/ unsightly wood. Decks or steps to decks that tilt or lean will be cited for repair/replacement. If painted, deck surfaces must be appropriately maintained without peeling, blistering, cracking, or fading paint, and graffiti.
2. **Doors.** Front and Back Doors, Storm Doors, and Sliding Glass Doors. All doors are to be kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair. Doors that are bent, detaching from the home, fail to stay properly closed, or not in working condition must be repaired, removed and/or replaced.
3. **Fascia and Other House Trim.** Fascia and other house trim must be kept in good repair, free from dirt, stains, rot, cracks, breaks and holes, must be

properly painted (as specified in 1 above), and must be firmly attached to the house. Broken, detached, rotting, or any deteriorating trim must be repaired/replaced in a timely fashion. Aluminum capped or wrapped fascia or other house trim must be maintained without bubbling, creasing, or wrinkling.

4. **Fences.** Fences must be in good repair: without broken, loose, missing or out-of-place place boards, rot, damage, detachments, or otherwise deteriorated/ unsightly wood. Fences that lean, are detaching from upright posts, or otherwise loose will be cited for repair/replacement. Fences must be kept painted, clean and free from dirt, stains, peeling, blistering, cracking, or fading paint, and graffiti.
5. **Firewood.** Firewood or any other similar items must be neatly stored within privacy fence lines.
6. **Flower Pots.** Flower pots and similar containers that are empty, or not used in the winter months, must be removed from the front of the house when not in use. Broken flower pots may not be stored in the front yard.
7. **Front railings.** Front railings must be kept in good repair, free of rust, and painted black. Detached and/or loose railings must be repaired and/or re-attached. Concrete blocks or other fabrications installed around the base of railings to secure a loose railing are a violation (see [Section IV, Railings](#)) and will be cited as an Unapproved Exterior Modification (see [Section VI](#)). Please see [Appendix 11](#) for an example of a pre-manufactured railing support that has been approved in the past.
8. **Gardens.** Flower gardens, rock gardens, and mulched areas must be maintained without weeds. Garden and mulched areas overgrown with weeds will be cited as a simple eyesore. Mulch must be installed in garden areas on a timely basis to prevent the growth of weeds.
9. **Graffiti.** Graffiti must be painted over or removed.
10. **Grass or Other Ground Cover.** Any grass or other ground cover visible from common property must be properly cut and maintained. Grass will be considered an eyesore if it remains uncut after growing to a height greater than four (4) inches, goes to seed, or contains weeds which have begun to flower or go to seed.
11. **Gutters and Downspouts.** Gutters and downspouts, and all necessary brackets, must be properly attached and kept clear of all visible debris.
12. **Leaves.** Front/side yards must be raked to remove fallen leaves.
13. **Lights.** Front and porch lights must be firmly attached to the home without lean or tilt. Detached or loose porch lights must be repaired and/or reattached. Missing globes must be replaced. Porch lights are to be kept

clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.

14. **Non-Painted Surfaces, Including Brick, Concrete.** Brick, concrete, and other non-painted surfaces must be kept clean and free from dirt, stains, paint, graffiti, rust, cracks, gaps, scratches and other deterioration or damage that cause unsightly appearance.
15. **Painted Surfaces.** Painted surfaces must be kept clean and free from dirt, stains, peeling, blistering, cracking, or fading paint, and graffiti. This applies to all painted surfaces such as house trim, fascia boards, railings, sheds, fences, etc. Painted metal surfaces (railings, gutters, etc.) must be rust free.
16. **Roofs.** Shingled roofs must be kept free from damage and deterioration, without damaged, missing, loose, or curling shingles, and must have flashing in place. Debris, extraneous paint, or otherwise unsightly material must be removed. Firebreaks must be kept rust free and clean and must be painted white.
17. **Sheds.** Sheds must be kept in good repair without damage, dirt, stains, graffiti, deterioration, or rot. If a shed extends above the fence line, shingled roofs must be maintained. If painted, shed surfaces must be kept clean and free from dirt, stains, peeling, blistering, cracking, or fading paint, and graffiti.
18. **Shrubs and Bushes.** Shrubs and bushes must be maintained, mulched, and pruned by the homeowner to avoid an unkempt appearance. Overgrown or unpruned shrubbery or bushes that give an unkempt appearance to a yard, or overhang common property (sidewalk, path, etc.) will be cited as an eyesore or hazard violation.
19. **Shutters.** Shutters must be firmly attached to the home. Shutters are to be kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.
20. **Trash and Debris in Front/Side Yards.** Homeowners are required to keep yards tidy, free from trash, garbage, trimmings, dog poop, leftover newspapers, debris or other unsightly materials. Unkempt yards visible from the common property will be cited as eyesores. Do not store children's toys, picnic tables, grills, lawn mowers, rakes, mops, brooms, buckets, trash cans, recycle bins, or other items in the front yard.
21. **Trash and Garbage Containers.** Trash, trash bags, recycling bins, and garbage containers must remain within privacy fence lines until 7:00 p.m. the evening prior to trash pick-up. Trash/garbage containers and recycling bins must be retrieved from curbside by 10:00 p.m. on the day of pick-up

and stored within privacy fence lines. Trash, trash bags, recycling bins, and garbage containers may never be stored in the front or side yards.

22. **Trees.** Trees planted on private property (front, back, or side) must be maintained by the homeowner. Tree branches overhanging sidewalks or rear fences must be cut back to a minimum of 7 feet clearance so pedestrians may use sidewalks and common areas freely and safely without having to duck or walk around a branch. Overhanging branches not meeting these specifications will be cited as an eyesore or hazard violation.
23. **Vent and Vent Covers.** Vents and vent covers must be securely attached and kept clean and free from dirt, stains, unsightly dents, creases, breaks, rust, extraneous paint, deterioration, and disrepair.
24. **Window treatments.** Curtains, shutters, blinds, or any window treatment visible from the street or common grounds must be in working order and must be maintained. Curtains, window shutters, blinds, shades and any other window treatment that is torn, bent, damaged, or deteriorated will be cited as an eyesore.
25. **Windows.** Broken window glass must be replaced. Removal of window muntins/grids is a violation and will be cited as an Unapproved Exterior Modification. Loose or detached muntins must be properly and promptly re-attached. Broken or torn window screens must be repaired/replaced. Window frames that are broken, detached, bent, or will not close must be repaired/replaced.

## **VI. ENFORCEMENT OF THE ARCHITECTURAL AND MAINTENANCE STANDARDS**

### **A. The Architecture Committee**

The Architecture Committee is charged with enforcement of Pinewood Greens Homeowners Association Architectural and Maintenance Guidelines.

1. If a violation is found, a violation notice identifying the problem will be sent to the homeowner.
2. The homeowner will be asked to take specific action to resolve the violation within a specified time.
3. The enforcement procedure varies somewhat depending on the violation and is explained in detail below.

### **B. Architectural Standards Inspections**

The AC will perform exterior visual inspections of all townhouses for architectural standard violations (modifications or replacements made without prior approval) annually as well as on an as needed basis. The homeowner will be notified in writing of the Unapproved Exterior Modification. A deadline for remedy of the unapproved exterior violation will be given to the homeowner. All properties are reinspected at the end of the time limit. Notification of any outstanding violations after the reinspection is sent to the homeowner by the AC, and ultimately to the Association attorneys. Under the Virginia Property Owners Association Act, costs for subsequent legal action may be added to the homeowner's assessments.

### **C. Maintenance Standards Inspections**

Exterior visual inspections of all townhouses for Routine Maintenance Violations are carried out annually. Notifications of any Routine Maintenance Violation with a 60 day a time limit for remedy are mailed to homeowners. Notification of any violations that are outstanding after the reinspection is sent to the homeowner by the AC, and ultimately to the Association attorneys. Under the Virginia Property Owners Association Act, costs for subsequent legal action may be added to the homeowner's assessments.



## D. Enforcement of the Architectural and Maintenance Standards

### 1. Covenant Remedies.

- a. If a violation (Routine Maintenance, Eyesore, Hazard, Unapproved Exterior Modification, or Garbage) is not remedied within the specified time, the Covenants authorize two forms of enforcement.
- b. The Board may exercise its authority "...to enter upon said parcel and to repair, maintain, and restore the lot and the exterior buildings." The cost for the work "shall be added to and become part of the assessments to which such lot is subject."
- c. The Covenants also authorize the Board to take legal action against the homeowner under the authority of the Pinewood Greens Homeowners Association Covenants, Article XII in order to have the court order compliance by the homeowner. Such an order will be enforced by the courts.
- d. Remedies under the Virginia Property Owners Association Act (VPOAA). Additionally, if a homeowner undertakes any exterior modification without prior approval of the AC or does not remedy a maintenance violation (RMV), eyesore, hazard or trash violation), the Architecture Committee or other tribunal convening a hearing under the Pinewood Greens Homeowners Association Suspension Hearing Policy is required to take action (including suspension of pool privileges).
- e. Legal Costs. Under the Virginia Property Owners Association Act costs for subsequent legal action may be added to the homeowner's assessments.

### 2. Violation Categories: Violations fall into five (5) general categories: Routine Maintenance Violations, Eyesores, Hazards, Garbage Violations, and Unapproved Exterior Modifications.

- a. **Routine Maintenance Violations.** Routine maintenance is maintenance that is necessary because of normal physical deterioration through wear, aging, weathering, etc. Please refer to [Section V](#) for a discussion of maintenance standards.
  - i. If you receive a Routine Maintenance violation letter, please schedule the work WITHOUT DELAY in order to get the work done by the deadline. Please contact the Association office if you need additional information or clarification of the letter.
  - ii. Routine Maintenance Violation Enforcement. Your home will be reinspected at the end of the 60-day deadline. If you do

not remedy the Routine Maintenance Violation within the specified time the violation will be referred to the AC and/or to the Board of Directors for possible legal action. Action may also be taken under the VPOAA.

- b. **Eyesore Violation.** A condition is considered to be an eyesore if it is unsightly, offensive, objectionable, or generally disagreeable to the appearance of the home and to the community.
  - i. **Simple Eyesores.** Conditions such as unkempt yards, items stored in the front yard such as bicycles and children's toys, baby strollers, pet poop, garbage cans and bags, recycling bins, rakes, brooms, mops, or broken or empty flower pots constitute a simple eyesore. The homeowner is given ten (10) days to correct a simple eyesore.
  - ii. **Major Eyesores.** Conditions such as broken fence boards, torn screens, or broken fence gates constitute a major eyesore. The homeowner is given three (3) weeks to remedy a major eyesore unless specified otherwise.
  - iii. **Eyesore Enforcement.** Notice of simple and major eyesore violations may be mailed to a homeowner and tenant (if any) at any time.

A re-inspection will be made at the end of the allotted time. Any failure to correct an eyesore in the allotted time will be referred to the AC and/or the Board of Directors for legal action, as well as possible action under the VPOAA. Since remedy of eyesore violations (such as unkempt yards) requires timely response, it may also become necessary to enter upon the property to correct the eyesore violation.

If eyesore violation is not remedied within the allotted time, a warning letter will be mailed to the owner (and tenant if any), informing the homeowner that the contractor's cost for such repairs and a \$50 administrative fee will be added to the homeowner's assessments. The homeowner will be given 15 days from the date of the warning letter to remedy the violation. The warning letter will also inform the owner that action may also be taken under Section 55. 513 of the Virginia Property Owner Association Act.

- c. **Hazard Violations.** Conditions endangering the safety in the community (such as a loose or dangling gutter, or a leaning fence)

will be regarded as hazards. You will be sent a letter identifying the hazard violation and your immediate action is required.

- i. **Hazard Remedy.** You must remedy the hazard within one (1) week of notification by the Association.
  - ii. **Hazard Enforcement.** Hazards will be considered as emergencies and will be referred to the AC and/or the Board of Directors for immediate action, including entering upon the property to remedy the hazard.
- d. **Unapproved Exterior Modification Violations.** Any exterior change not approved by the AC in advance is defined as an Unapproved Exterior Modification.
- i. A notification that an Unapproved Exterior Modification violation may be sent to any homeowner by the AC at any time.
  - ii. Notification requires correction of the problem, which is usually restoration to the "original" condition or to a condition that is approved by the AC. A deadline will be given for remedy of the violation.
  - iii. **Unapproved Exterior Modification Violation Enforcement.** If you do not remedy the Unapproved Exterior Modification within the specified time the violation will be referred to the AC and/or the Board for action under the Covenants as well as action under the VPOAA.
- e. **Garbage Violations.** If you do not follow [Section V.A.21](#) regarding storage and disposal of trash and recycling, you are in violation of the Architectural and Maintenance Guidelines. You will be notified in writing of the garbage violation. The first letter will be a warning letter.
- i. **Garbage Violation Enforcement.** Homes that repeat garbage violations are subject to a hearing letter without any further warning letters. The hearing letter will request your appearance at a hearing under the VPOAA and notify you that a \$50 assessment, or \$10 per day for up to 90 days, may be levied to your account.

#### E. Assessment Procedures under the Virginia Property Owners Association Act (VPOAA)

1. **Architectural and Maintenance Violation Assessment Procedures.** If you do not remedy a Routine Maintenance Violation, Eyesore Violation, or

Unapproved Exterior Modification Violation by the deadline, or incur repeated Garbage Violations, you may be subject to a \$50 assessment or \$10 per day for up to 90 days for continuing violations, under the VPOAA being levied to the account in addition to legal action authorized under the Covenants (see [Section VI.D](#)).

- a. You will be notified in writing that the violation is outstanding. The letter will inform you that a \$50 assessment for a single violation or a \$10 per day daily charge for a continuing violation may be levied to the homeowner's account.
- b. Before the assessment is charged to the account, a hearing will be held as is required by the Virginia Property Owners Association. You may bring legal counsel to the hearing. The letter will notify you of the date and time of the hearing at least 21 days in advance. You must notify the AC in writing whether you will attend the hearing at least 10 days in advance.
- c. A letter will be sent by the AC within seven days of the hearing informing you of the results of the hearing.
- d. The Architecture Committee or other tribunal convening any hearing under the VPOAA is required to take action in accordance with the Pinewood Greens Assessment and Hearing Procedures.

## VII. ARCHITECTURE COMMITTEE

### A. Architecture Committee

A primary purpose for which Pinewood Greens Homeowners Association exists is "to provide for maintenance, preservation and architectural control of the resident lots and common areas." Toward this end, the Board of Directors has established several committees. One of these is the Architecture Committee.

1. **Structure.** The Committee is headed by a Chairperson and at least two other members appointed by the Board of Directors. Any homeowner may serve as a member of the Architecture Committee. All homeowners are encouraged to volunteer.
2. **Duties.** The AC duties are:
  - a. To preserve and maintain the architectural and maintenance standards defined in these Guidelines (see Sections [IV](#) and [V](#)) through inspections of all townhouses in Pinewood Greens.
  - b. To enforce these Guidelines.
  - c. To review all Applications for Architectural Review.
  - d. To recommend to the Board of Directors amendments to these Guidelines as needed to ensure exterior modifications, maintenance, replacements, and repairs continue to meet maintenance and architectural standards.

# APPENDIX 1

## Pinewood Greens Rules for Fence Paint Color

The color you must paint your fence depends upon where you live in Pinewood Greens.

**Fences must be painted and repainted according to the Diagram of Rules for Fence Paint Color shown on the next page of this appendix.**

- Stains, other brands of paint or other paint colors are not permitted.
- All fences must be painted the approved color on the common ground side of the fence.
- Please notice that the fence paint color is a satin finish. Flat or high gloss finishes are not allowed.
- For paint to properly adhere to pressure treated wood used for constructing fences, the pressure treated wood must be allowed to weather before painting. It is strongly recommended that you wait a minimum of 30 days but no more than 9 months before painting.
- Fences that remain unpainted more than 9 months are subject to a violation letter requiring you to paint with the approved fence paint color indicated on the diagram above.

For a full explanation of guidelines regarding fences, see [Section IV](#) of the Architectural Guidelines.



## APPENDIX 2

### Pinewood Greens Rules for Deck Color

You have three choices of finish for wooden pressure treated decks:

1. If your deck is already painted, you must repaint it the same color as the approved paint color for your fence. See the Diagram of Rules for Fence Paint Color in [Appendix 1](#).
2. If you have replaced your deck and have not painted it, you may apply a clear waterproofing, or similar clear treatments that are of low gloss finish. High gloss waterproofing applications are not allowed.
3. If you have replaced your deck and have not painted it, you may also apply a stain (with prior approval), as listed below:

#### **Sherwin Williams Stains**

Cedar SW3034  
Cedar Bark SW3511  
Cider Mill SW3512  
Covered Bridge SW3508  
Mission Wall SW3502  
Natural SW3551  
Spice Crest SW3513  
Woodbridge SW3504





# APPENDIX 4

## Pinewood Greens Rules for Asphalt Roof Shingle Color and Construction Style

Roof shingles must be of the same size, construction design, style, color, and material, and installed in the same location as shingles generally in use throughout the community and must be in conformance with the architectural design of the community as a whole. A picture depicting the 3-Tab Construction Style and Architectural Style of approved shingles is shown on the next page.

With prior approval you may change the color of your roof shingles. It is strongly recommended that you choose a different roof shingle color from the roof color on your neighbor's house.

**Roof shingle colors that can be expedited in the application process** are listed below. Roof shingle colors not listed below may also be approved by the AC after submission of an Application for Architectural Review.

If you wish to expedite your application, choose from the following roof shingle colors when you submit your application.

<b>Certainteed Roof Shingles</b>	<b>GAF/Sovereign</b>
Black	Autumn Brown
Cinnamon Frost	Charcoal
Dove Gray	Golder Cedar
Forest Gray	Silver Lining
Gray Frost	Slate
Heather Blend	Weathered Gray
Moire Black	
Nickel Gray	
Oakwood	
Silver Lining	
Slate Gray	
Weathered Wood	

## Photographs of Pinewood Greens Approved Asphalt Roof Shingle Approved Construction Styles



Approved 3-Tab Roof Shingle Construction Style (left) and Architectural Shingle Style (right).

For a full explanation of guidelines regarding roofs, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 5

### Pinewood Greens Rules for Siding Replacement

You must submit an Application for Architectural Review before you replace the siding on your home.

- If you wish to expedite your application, the following **Certainteed** and **James Hardie siding styles** and colors may be approved.
- Siding from other manufacturers may also be approved after you submit an Application for Architectural Review.
- Clapboard and Carolina beaded style siding will be approved. Dutchlap will not be approved. The application must specify the dimension of the siding; 4-inch siding will not be approved.

#### Certainteed Colors:

Colonial White	Heritage Cream	Sandstone Beige
Cypress	Herringbone	Savannah Wicker
Desert Tan	Light Maple	Snow
Granite Gray	Oxford Blue	

#### James Hardie Colors:

Ages Pewter	Gray Slate	Navajo Beige
Artic White	Heathered Moss	Pearl Gray
Boothbay Blue	Light Mist	Woodstock Brown
Cobble Stone	Monterrey Taupe	

For a full explanation of guidelines regarding siding replacement, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 6

### Pinewood Greens Rules for Shutter Replacement / Installation

You must submit an Application for Architectural Review before you replace or install shutters.

If you wish to expedite your application, the following Builders Edge shutter styles and colors may be approved:



Louvered



Raised Panel

### Builders Edge Shutter Colors

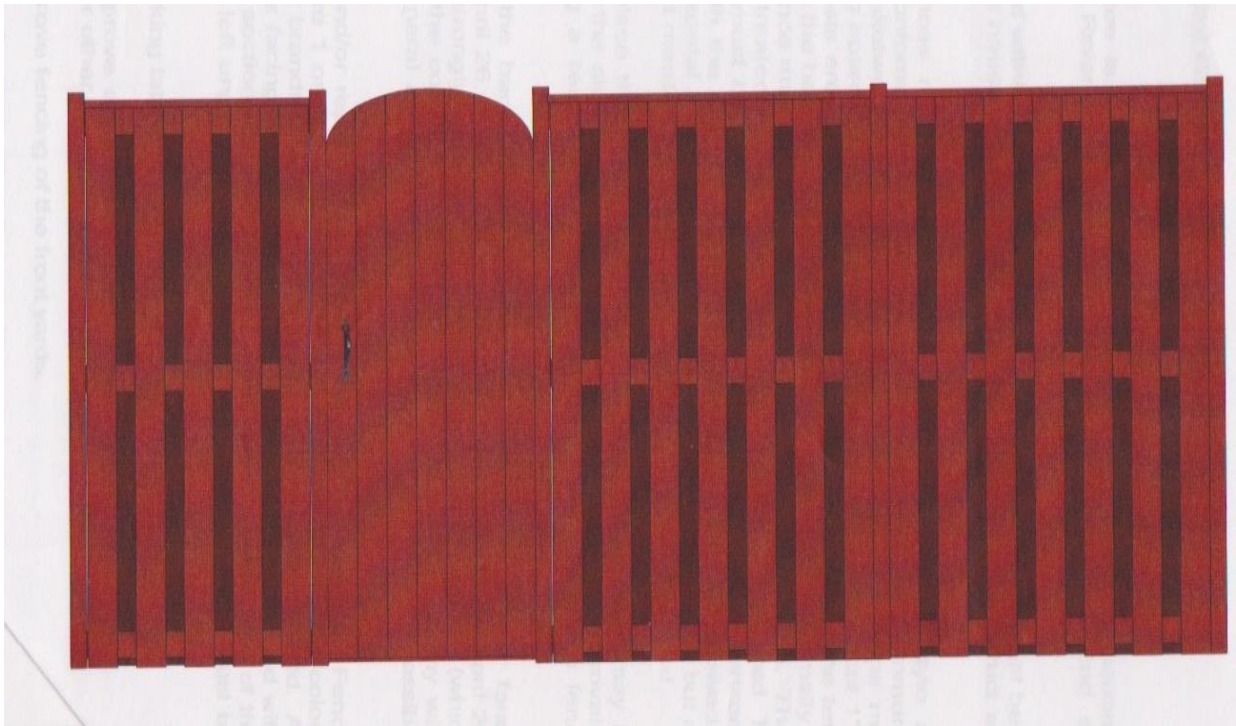
Black	Midnight Blue	Wedgewood Blue
Bordeaux	Midnight Green	White
Classic Blue	Musket Brown	
Forest Green	Tuxedo Grey	

For a full explanation of guidelines regarding shutters, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 7

### Photographs of Approved Pinewood Greens Fence Construction

For a full explanation of guidelines regarding fence construction, see [Section IV](#) of the Architectural Guidelines.



**Approved Fence Construction Style**

Note placement of the 3 required horizontal supports:

- Top support flush with top of fence
- Middle support centered between top and bottom support
- Bottom support above ground level

Note relative height of vertical supports to the top of fence.

Note horizontal cap board.

Note gate construction and height relative to the rest of fence (gate may be arched or have a straight edge).

## Fence Construction on Hill

There are two options for installing the fence on a hill: stepped and sloped.



**Fence Construction on Hill – Stepped**



**Fence Construction on Hill – Sloped**

Please note that the horizontal supports must line up using the sloped method.

For a full explanation of guidelines regarding fence construction, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 8

### Photographs of Approved Pinewood Greens Replacement Windows



**Single Window**



**Double Window**





**Example of 3 Window Opening with 3 Same Size Windows**



**Example of 3 Window Opening with Larger Middle Window**



**Example of 3 Window Opening with Picture Window**



**Example of Approved 9x9 Tall Windows**



**Example of Approved 12 over 6 Tall Windows**

For a full explanation of guidelines regarding windows, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 9

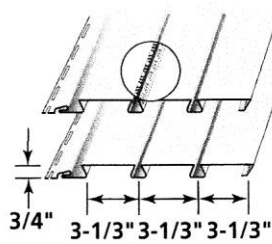
### Photographs of Approved Soffit Inserts

You must submit an Application for Architectural Review before you replace soffit inserts. The following soffit inserts may be approved:

- **Certainteed Invisivent Triple 3 1/2 Colonial White**

#### Triple 3-1/3"

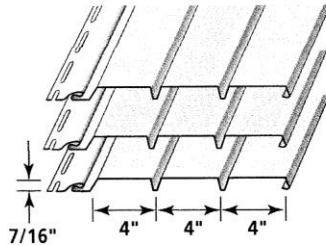
- ◆ InvisiVent® and solid styles.t
- ◆ The only vinyl soffit to provide more than 10 inches of net-free intake area.
- ◆ Concealed intake vents provide a smooth appearance.
- ◆ Matte finish looks like freshly painted wood.
- ◆ Deep 3/4" panel projection creates sharp definition.
- ◆ 12 low-gloss colors.
- ◆ Heavy-duty .044" thickness for rigidity.



- **Certainteed Universal Soffit Triple 4 Colonial White**

#### Universal Triple 4"

- Solid, fully vented and center vented styles.t
- Designed for vertical siding, porch ceiling and soffit applications.
- Matte finish.
- Post-formed lock design helps provide secure installation.
- 37 low-gloss colors.
- .040" thickness.
- 5.9" of net-free air per sq.ft. - fully vented.
- 2" of net-free air per sq. ft. - center vented.





**Figure 1: Original Construction Style (No Longer Approved)**



**Figure 2: Approved Soffit**

For a full explanation of guidelines regarding soffit replacement, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 10

### Photograph of Approved Downspout Extension Cover



For a full explanation of guidelines regarding downspout extensions, see [Section IV](#) of the Architectural Guidelines.

## APPENDIX 11

### Photographs of Approved Front Port Railing Supports



For a full explanation of guidelines regarding front porch railings, see [Section IV](#) of the Architectural Guidelines.

# APPENDIX 12

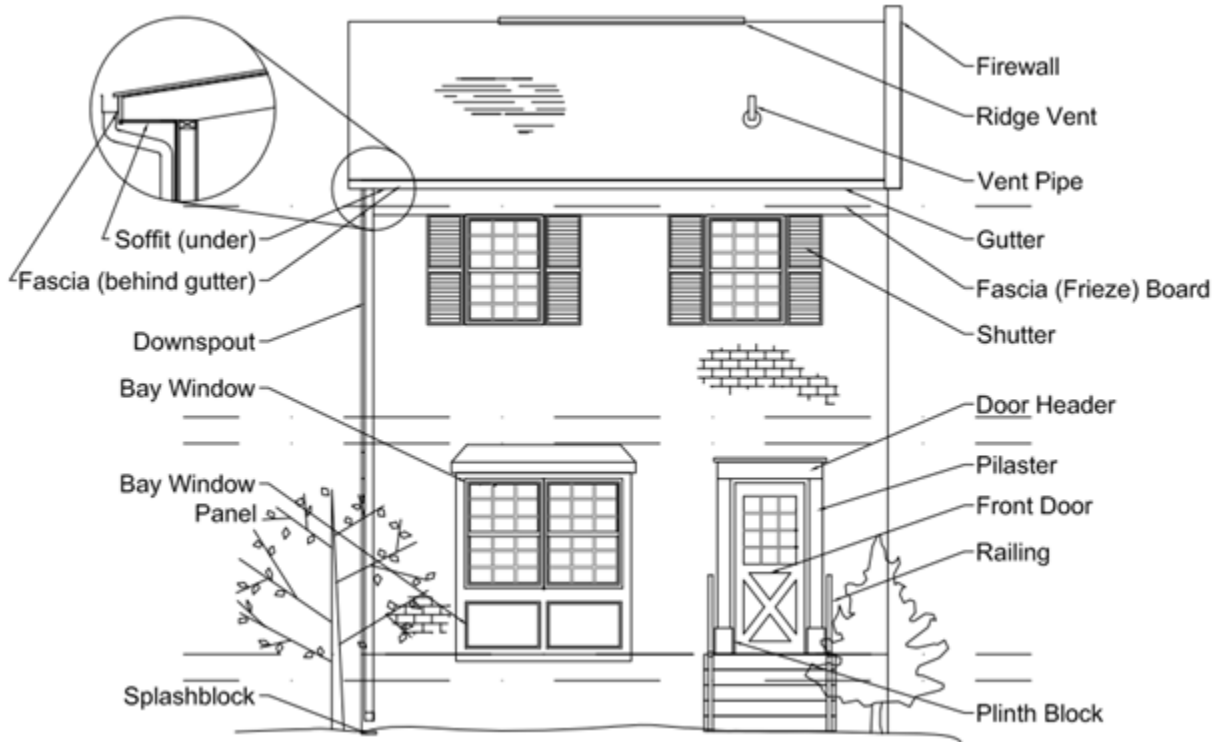
## Photographs of Approved Vent Covers



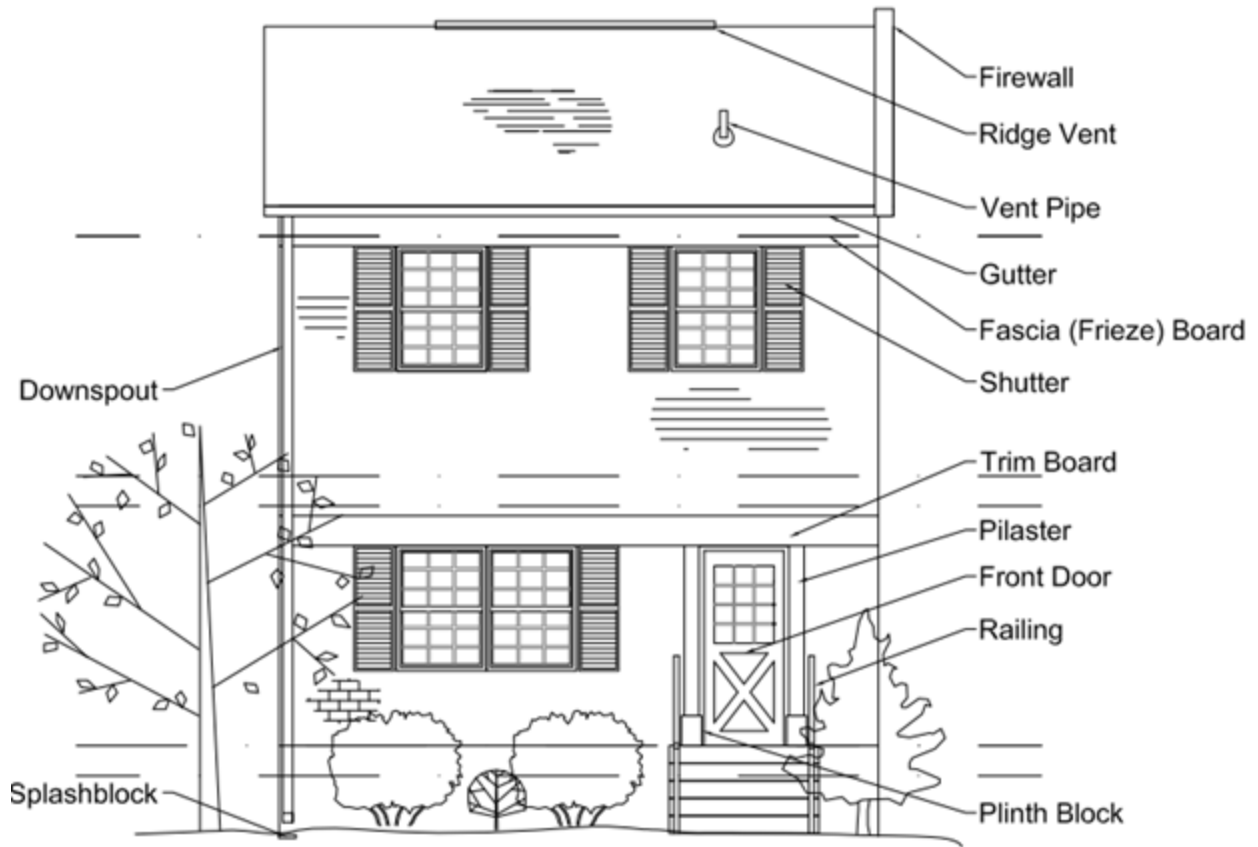


# APPENDIX 13

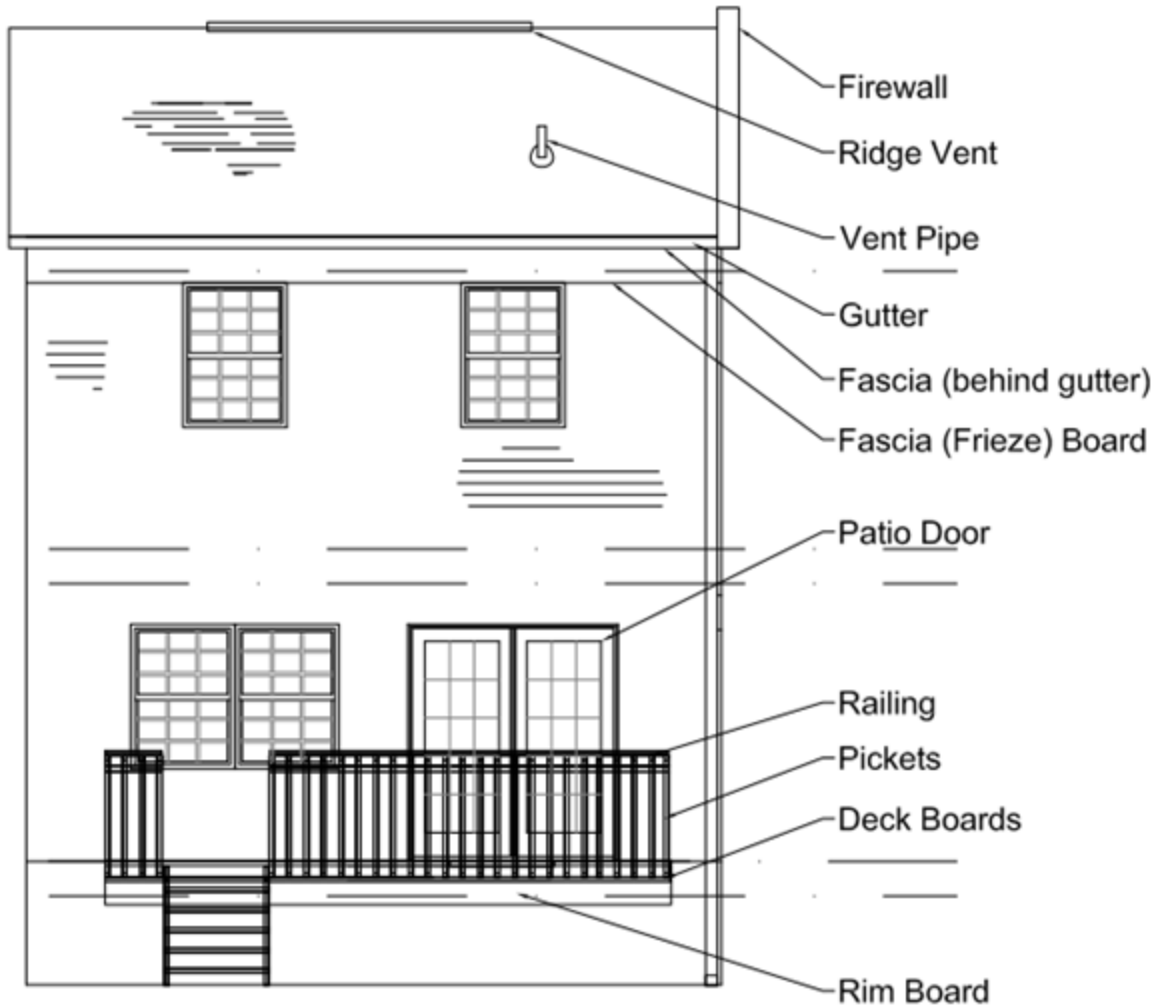
## Architectural Diagram of Pinewood Greens Townhomes (not to scale)



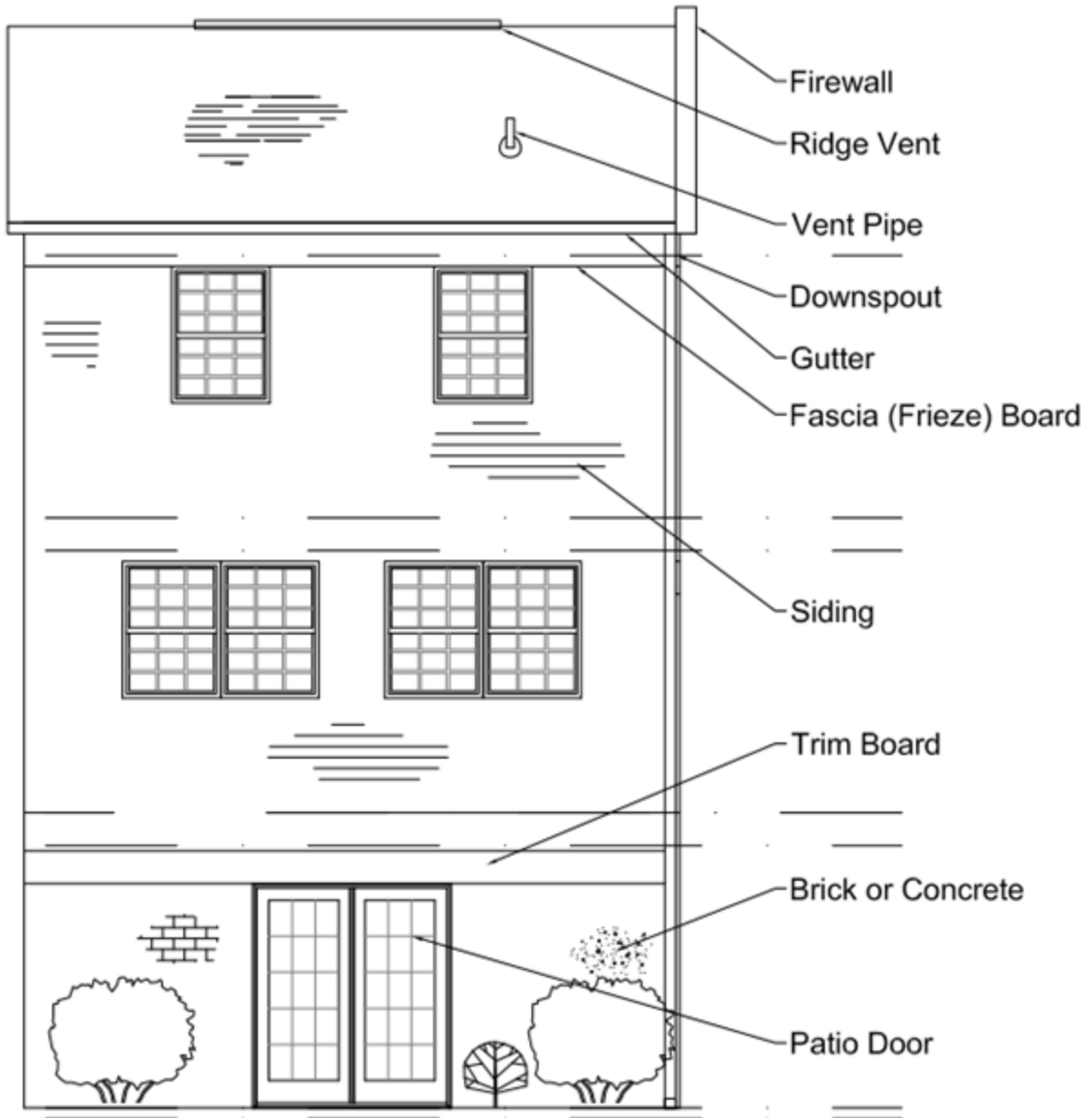
Front Elevation #1



**Front Elevation #2**



**Rear Elevation with Deck**



**Rear Elevation with Walk Out**

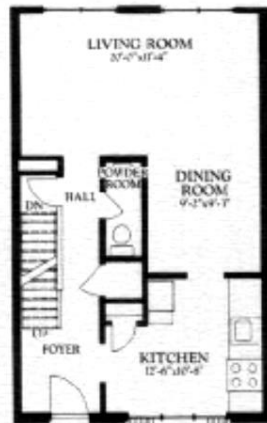
# APPENDIX 14

## Pinewood Greens Townhouse Models

### Doral



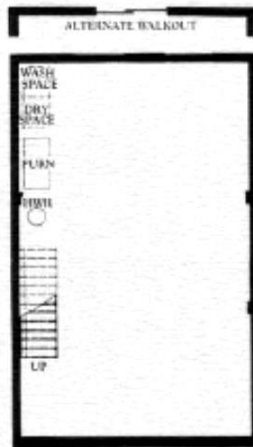
FIRST FLOOR WITH SUNDECK



FIRST FLOOR WITHOUT SUNDECK



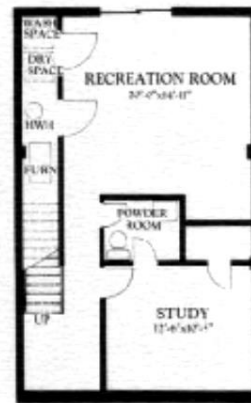
SECOND FLOOR



STANDARD UNFINISHED BASEMENT



OPTIONAL FINISHED BASEMENT  
Front Recreation Room  
Non-Walkout



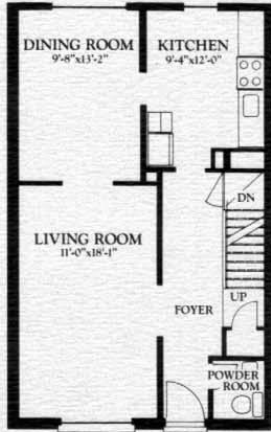
OPTIONAL FINISHED BASEMENT  
Rear Recreation Room  
Walkout

Details and dimensions are approximate and subject to change.

# Oakmont



FIRST FLOOR WITH SUNDECK



FIRST FLOOR WITHOUT SUNDECK



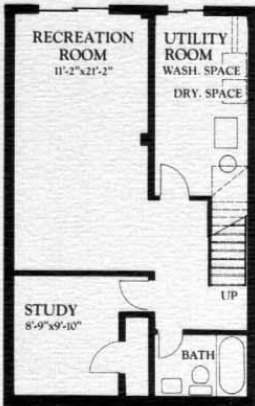
SECOND FLOOR



STANDARD UNFINISHED BASEMENT



OPTIONAL FINISHED BASEMENT  
Front Recreation Room  
Non-Walkout



OPTIONAL FINISHED BASEMENT  
Rear Recreation Room  
Walkout

Details and dimensions are approximate and subject to change.

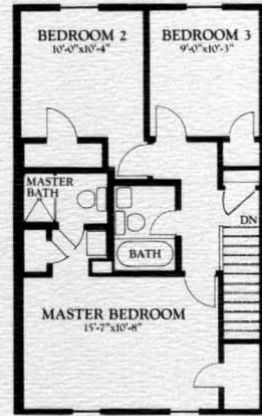
# Pinehurst



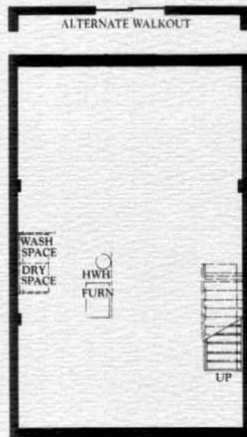
FIRST FLOOR WITH SUNDECK



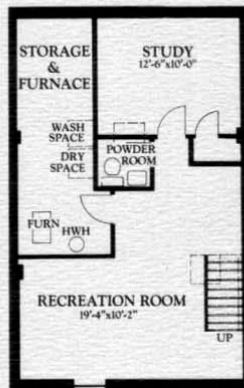
FIRST FLOOR WITHOUT SUNDECK



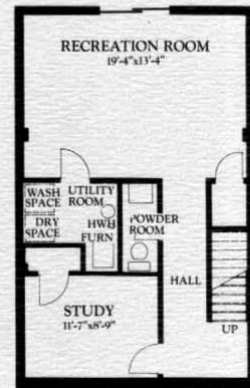
SECOND FLOOR



STANDARD UNFINISHED BASEMENT



OPTIONAL FINISHED BASEMENT  
Front Recreation Room  
Non-Walkout



OPTIONAL FINISHED BASEMENT  
Rear Recreation Room  
Walkout

Details and dimensions are approximate and subject to change.

# APPENDIX 15

## Application for Architectural Review

Date \_\_\_\_\_

**Pinewood Greens Homeowners Association  
Architectural Review Committee**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address in Pinewood Greens \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

**Please include all details about your project in the space below (and attach more pages if needed). Applications that are incomplete, do not provide detailed specifications, or do not include a copy of the relevant Guideline (with your initials) will be denied for lack of information and returned to you.**

Section III of the Architectural and Maintenance Guidelines discusses examples of specifications/details needed to review your application, such as: list of materials, dimensions (length, width, height) indicated on a diagram, manufacturer's paint chips, name of any pre-approved color to be used, colors of manufacturer's pre-built products, location indicated on a diagram, manufacturer's brochures or links on the web, sketches, photographs, drainage modifications, and model, including the elevation of your home).

**Please complete and sign the attached Application for Architectural Review Checklist.**

*Association Office Use Only:*

Dates: Received: \_\_\_\_\_ Logged/Acknowledged: \_\_\_\_\_ Approved/Rejected: \_\_\_\_\_

Denied and Returned for More Information: Yes / No \_\_\_\_\_ Date Letter Mailed: \_\_\_\_\_



## Application for Architectural Review Checklist

**Before you submit your application, please read and initial below:**

- \_\_\_\_\_ The work will be completed in compliance with the Architectural and Maintenance Guidelines.
- \_\_\_\_\_ I understand that applications that are incomplete or do not provide detailed specifications (examples of needed information are on the application and are described more fully in [Section III.G](#)) will be denied for lack of information and returned to me.
- \_\_\_\_\_ A copy of the relevant Guidelines checklist must be initialed and submitted with the application. Please contact the Association office if you do not have access to the internet or need help determining the relevant Guideline.
- \_\_\_\_\_ I understand that prior written approval is required before any work is started. I understand that if I begin work before the application is approved, if I purchase materials before the application is approved, or if I sign contracts before the work is approved, it is possible that the proposed work/materials may not be approved by the Architecture Committee.
- \_\_\_\_\_ I understand that it is my responsibility to ensure that the proposed work is in compliance with all governmental permits and codes and appropriate for use, and that I may not rely upon approval of the Association for this purpose.
- \_\_\_\_\_ The work will be completed using the specifications in my application. If it is not, I understand that the work will be cited as an Unapproved Exterior Modification and is subject to removal or substantial reconstruction at my expense. An Unapproved Exterior Modification is also subject to action as specified in [Section VI](#).
- \_\_\_\_\_ If you have not completed the work and more than one (1) year has elapsed since the date of the approval, you must submit an additional Application for Architectural Review. After one year the approval for the application will expire if the work has not been completed.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date