



**POTOMAC STATION
COMMUNITY ASSOCIATION, INC.**

DESIGN GUIDELINES

Effective April 1, 2021



Potomac Station Community Association Summary of Design Guideline Revisions

Introduction:

In 2019, the Board of Directors and the Covenants Committee set forth to update the Association's Design Guidelines to reflect changes in state and federal laws. As such, there were many deletions, additions and rewordings made throughout the 2020 Design Guidelines to provide clarity. You are therefore advised to read these Design Guidelines in their entirety. These Design Guidelines are effective as of April 1, 2021.

Below is a summary of revisions that are applicable to both Single Family Detached Homes and Townhouse Homes. Please be advised, the list below may not include all the revisions that were made. Therefore, you may consult the specific section of the Design Guidelines for the revisions.

Application Requirements (1.9)

The Exterior Modification Application has been revised to include language that requires the applicant to provide an as-built ALTA/ACSM survey, prepared by a surveyor, should it appear that a built modification deviates from the location approved by the Covenants Committee. Additionally, applicants are responsible for notifying the Association in writing within 24 hours after a modification is completed so the Association can inspect the modification for compliance.

Additionally, completed applications must be received by the close of business the Friday prior to each Covenants Committee meeting to be considered for review at that next meeting.

Appeal Procedure (1.11)

Previously if an application was denied, an appeal had to be submitted first to the Covenants Committee. However, Section 9.1(b)(6) of the Declaration provides that actions of the Committee may be appealed to the Board. Therefore, appeals shall now be reviewed directly by the Board.

Solar Panels (2.1.6/ 3.1.6)

Per Section 67-107B of the Code of Virginia, the association can establish reasonable rules addressing solar panel installation. The guidelines now establish reasonable restrictions to minimize the appearance on the home.

Antennas and Satellite Dishes (2.2.2/3.2.2)

To ensure compliance with the Federal Telecommunications Act of 1996 and regulations of the FCC, the Guidelines have been revised to clarify that approval is not required for installation of antennae and satellite dishes less than one meter in diameter. If homeowners wish to install devices larger than one meter, approval must be received by the Covenants Committee prior to installation.

Mailboxes (2.2.19)

Visuals have been included to provide clarification of the pre-approved mailbox styles that do not require an application.



Removal of samples of colors and materials

Language regarding samples of colors and materials on file at the Potomac Station management office has been removed. When applying for a change to color or material, the applicant should obtain sample color(s) from a local hardware store or contractor to include with their application. The actual sample must be included for all color changes, not a printed copy. Homeowners are cautioned that particular materials/colors currently in place on another home within Potomac Station does not automatically imply that the materials/colors are acceptable throughout the community.

Townhome Storage Sheds (3.1.7)

The dimensions of a storage shed on a townhome lot has been increased to eight feet in length by six feet wide, with a maximum height of six feet. Sheds must not extend past the fence height.

Policy Resolutions

Previously, the Design Guidelines referenced information that do not involve the external design, signage, appearance, use and maintenance of lot, therefore, they have been removed. Please reference the following Policy Resolution Documents which are separate of the Design Guidelines:

- Enforcement Procedures/ Association Complaint Procedures
- 2018-01 Vehicles
- Declaration- Home based business

New Content

In addition, language has been added to both sections regarding Pergolas, Gazebos, Roof Shingles, Concrete surfacing, and Trash Container Enclosures.

If there are any questions regarding the Design Guidelines and/or review process, please contact the management office. The Design Guidelines are available online at www.potomacstation.org along with the revised Exterior Modification Application.



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1 OBJECTIVES AND GENERAL INFORMATION

1.1 Design Guideline Objectives

The Design Guidelines serve as a guide to aid members of the Covenants Committee, staff, homeowners, and residents in maintaining and enhancing Potomac Station’s design environment. The guidelines described in these Design Guidelines address improvements for which homeowners most commonly submit applications to the Covenants Committee. The guidelines are not intended to be all inclusive or exclusive, but rather to provide clarity as to what may be done.

The specific objectives of these Design Guidelines are to:

1. Define homeowners’ and residents’ awareness and understanding of the covenants contained in the Declaration (“Covenants”) and these Design Guidelines.
2. Illustrate design principles which will aid homeowners in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
3. Assist homeowners in preparing an acceptable application to the Covenants Committee.
4. Relate exterior improvements to the plans for the Potomac Station development.
5. Provide uniform guidelines to be used by the Covenants Committee in reviewing applications in light of the goals set forth in the founding documents of Potomac Station Community Association, Inc. (“Association”) and the actions of the Board of Directors.

1.2 Virginia Property Owners’ Association Act

The Virginia Property Owners’ Association Act requires the Association to make available to a homeowner or the homeowner’s authorized agent within 14 days after receipt of a written request, an Association Disclosure Packet.

Any Association Disclosure Packet issued by the Association will include a statement as to whether any improvement or alteration made to the lot, or uses made of the lot or common area(s) assigned thereto, are or are not in violation of any of the Association’s governing documents of rules and regulations, or guidelines. The packet also will include copies of any notices given to the applicable lot owner by the Association, informing the lot owner of any current or pending rule or architectural violations. It is important that homeowners are in complete compliance with the Association governing documents, rules and regulations, and these Design Guidelines to avoid potential issues during the resale of their home.

1.3 VDOT Right-of-Way

All single-family homes have a VDOT Right-of-Way between the curb and the property line. The size of the Right-of-Way varies, but is generally the first ten feet from the curb to the house. The homeowners’ plat will show the location and size of the Right-of-Way. The Right-of-Way is owned by the Commonwealth of Virginia.



The Commonwealth of Virginia does not allow any plants, mulch beds, rock gardens, irrigation systems, flower beds, trees, lawn ornaments, etc. to be located in the Right-of-Way. Anything placed in the VDOT Right-of-Way is in violation of Virginia law.

1.4 Protective Covenants

The basic authority for maintaining and improving the quality of design in Potomac Station is established by the Covenants for Potomac Station which are recorded among the land records of Loudoun County, Virginia and run with and bind the title to every lot within Potomac Station. The intent of enforcement of the Covenants is to maintain the standards of design quality. This, in turn, protects property values and enhances the community's overall environment.

Every Potomac Station property owner shall receive a copy of the Covenants and other documents in accordance with the Virginia Property Owners' Association Act. Since the Covenants "run with the land," they are binding on all homeowners and residents whether or not they have been read. They should be periodically reviewed and fully understood.

1.5 Covenants Committee

The purpose of the Covenants Committee ("CC") is to ensure the community is maintained in a manner that (i) provides for visual harmony and soundness of repair; (ii) avoids activities deleterious to the aesthetic or property values in the community; and (iii) promotes the general welfare and safety of owners and residents, and their guests, employees and invitees. In so doing, the harmony of the design qualities in our diverse community are better retained. Surveys of planned communities show that providing this assurance is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

Members of the CC are appointed by the Board of Directors. As such, the CC reports to, and is subordinate to, the Board of Directors in carrying out its duties. Any decision of the CC may be appealed by any party who appeared at a CC hearing with respect to such decision or who submitted a written protest prior to the decision or such other person determined appropriate by the Board.

The CC acts to ensure that proposed exterior additions, alterations and improvements comply with the objectives set forth in the Covenants. This involves systematic review of all applications for exterior alterations, additions, and improvements submitted by homeowners.

1.6 What Changes Require CC Approval?

Section 9.4 of the Declaration explicitly states that all exterior additions, alterations or improvements require the approval of the CC:

No person shall make any addition, alteration, improvement or change of grade in or to any Lot (other than for normal upkeep and not including areas within a building visible from the exterior only because of the transparency of glass doors, walls, or windows), without the prior written approval of the Covenants Committee. No person shall paint; alter the exterior of any improvement, including the doors and windows, without the prior written approval of the Covenants Committee



Any change to the exterior appearance of one's property must be approved by the CC. Further, once a plan is approved, the plan must be followed or a modification thereto must be approved by the CC in accordance with Section 9.4 of the Declaration.

It is important to understand that CC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in exterior color and materials, etc. Also, approval may be required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are some instances when an owner need not submit an application to the CC, provided the Design Guidelines expressly authorize such circumstances. Unique situations due to lot configuration or similar circumstances may allow for exceptions to usual guideline constraints.

Applications for changes or modifications to Potomac Station homes will be accepted only from owners of the residences seeking approval of modifications. Tenants, family members, and other non-owners may not submit applications to the CC. There are no provisions for "rush" applications. Applications may only be reviewed at scheduled CC meetings where a quorum of the CC members is present.

Unless specified otherwise in these Design Guidelines, applications are required for exterior alterations, additions or improvements to property or houses. Work should not be undertaken prior to receipt of written approval of the application. For any addition, alteration or improvement made to the property or house without an application, where the change or the application is subsequently denied, amended, or is otherwise subject to conditions, the homeowner is responsible to promptly remove the unapproved alteration, addition or improvement, to restore homeowner's property, or to comply with any conditional approvals.

1.7 CC Review Criteria

The CC evaluates all submissions on the individual merits of each application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design in one circumstance may not be for another. Design decisions made by the CC in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following general criteria, as well as the more specific requirements set forth in these Design Guidelines.

- **Relation to the Potomac Station Open Space Concept.** Fencing, in particular, can alter the open space concept of the community. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect Potomac Station's open space.
- **Validity of Concept.** The basic idea must be sound and appropriate to its surrounding.
- **Design Compatibility.** The proposed improvement must be compatible with the architectural characteristics of the community. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- **Location and Impact on Neighbors.** The proposed alteration should relate favorably to the landscape, the existing structure, and the Potomac Station community. The primary concerns are access, view,



sunlight, ventilation and drainage. Homeowners should take all of these factors into account when considering modifications. For example, fences should not obstruct views, sight-lines, or access to neighboring lots.

- **Design and Location.** The design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses if applicable. The location of major alterations should not unduly impair the views on adjacent properties
- **Scale.** The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
- **Color.** Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim must be matching in color.
- **Materials.** Continuity is established by use of the same or compatible materials as were used in the original construction. The use of synthetic building materials that are not susceptible to rot, mold, or mildew is acceptable. Such materials may include vinyl, plastics, and other composite modern building materials selected to match existing house colors. The material options may be limited somewhat by the design and materials of the original house. For example, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house. Unless otherwise stated in this document, an application is necessary for use of synthetic materials, as well as all other building materials.
- **Workmanship.** Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also be visually objectionable to others. Additionally, poor workmanship can create safety hazards.
- **Timing.** Any approval granted by the Board of Directors or the CC will be revoked automatically if the construction of the approved addition or alteration has not been completed within 12 months of the date of the written notice of approval issued by the CC, or such other date specified by the CC. If the project is not completed within 12 months or other specified date, the approval becomes void and a new application is required to be submitted and approved before construction may commence.

1.8 Amendments to the Design Guidelines

From time to time, these Design Guidelines may be amended by the Board of Directors in its discretion. These Design Guidelines may be amended to provide clarification, reflect changed conditions, address advances in technology, and for such other reasons as may be appropriate.

Homeowners may also submit to the Association requests for additions or changes to the Design Guidelines that may be considered by the CC and the Board of Directors.



1.9 Application Requirements

The Association's application for approval of an Exterior Modification Form is attached to these Design Guidelines as Exhibit A. All information requested on the application must be completed and supplied before being reviewed by the CC.

Under each of the following sections in these Design Guidelines, application content requirements are defined. The application forms call for information necessary for CC consideration, including any additional information which may be useful in determining the scope and detail of the proposal.

The application form must be signed by the applicant homeowner.

Unless otherwise specified in these Design Guidelines, a house location survey (plat) showing the proposed modification must accompany all applications for exterior modifications.

A site plan is required as part of most applications. A site plan is a scaled drawing of the affected lot (site) which shows exact dimensions of the property, adjacent properties (if applicable) and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications should be developed from the house location survey provided to the homeowner when the house was purchased. More complex applications may require larger scale (20 or 10 scale) blowups of the plat, plan or development or site plans approved by the applicable local governing agency ("Locality").

1.10 Review Procedure

All applications must be mailed, emailed or delivered by hand to Association management at:

Potomac Station Community Association Covenants Committee
102 Valemount Terrace
Leesburg, Virginia 20176

Completed applications must be received by the close of business the Friday prior to each Covenants Committee meeting to be considered for review at that next meeting. Please check the Committee's meeting schedule on the website www.potomacstation.org, for dates. Applications received after the deadline stated will not be reviewed until the subsequent Committee meeting.

Each application will be checked for complete information by the Potomac Station management staff and the CC. If information which is pertinent for the review of the application is missing, the application will be returned to the homeowner as incomplete. The CC may, within its sole discretion, request that an applicant homeowner submit additional information from time to time, to assist in its review and decision. If an owner fails to or refuses to provide additional information requested by the CC, the owner's application may be denied and returned as incomplete.

The CC must act upon, which may include a decision to request additional information from the owner before rendering approval or denial of an application, all complete applications within 60 calendar days after acceptance by the Potomac Station management staff. *The failure of the CC to act 60 calendar days automatically forwards the application to the Potomac Station Board of Directors for its consideration.*



The decisions of the CC or the Board will be delivered by Potomac Station management representatives by letter to the homeowner's address as indicated on the application.

1.11 Appeal Procedure

Pursuant to Section 9.1(b)(6) of the Covenants, any action, ruling or decision of the CC may be appealed to the Board of Directors by any party who appeared at a hearing with respect to such action, ruling or decision or who submitted a written protest prior to the action, decision or ruling or any other person as determined by the Board.

To initiate an appeal to the Board of Directors, the applicant must submit a written request for an appeal to the Potomac Station management office within ten days of the date of the written decision issued by the CC.

The Board of Directors shall review the appeal and may, in its discretion, decide to sustain, modify or reverse any ruling or decision of the CC. The Board of Directors shall issue its ruling on the appeal within 45 days of the date of the written notice of appeal.

1.12 Enforcement Procedures

The Covenants require the Board of Directors and CC to ensure compliance of all lots with the Covenants and these Design Guidelines.

Enforcement for noncompliance will be conducted in accordance with the Association Complaint Procedures Resolution adopted by the Board of Directors and pertinent provisions of the Virginia Property Owners' Association Act, which are incorporated herein by reference. Noncompliance may result in, among other things, the imposition of charges, suspension of privileges, assessment of costs, and legal action.

1.13 Maintenance Requirements

Section 7.2(a) of the Covenants provides that:

Each Owner shall keep such Owner's Lot and all improvements located on the Lot in good order, condition and repair and in a clean and sanitary condition, including without limitation all necessary grounds maintenance and snow removal

Property ownership includes the responsibility to maintain all structures and grounds which are a part of the property in accordance with the Covenants and these Design Guidelines. This includes, but is not limited to, mowing grass, removing trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are violations of the Covenants.



1.13.1 Common Areas

Dumping of debris or lawn clippings on common areas/open space is not permitted. Debris and lawn clippings are to be bagged and set out for pickup in accordance with the homeowner's trash or recycling service.

1.13.2 Dwellings and Structures

Homeowners and residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, lights, and recreational equipment. Please refer to Section 7.2, Article 8 and other relevant sections of the Covenants and applicable provisions of these Design Guidelines.

Some of the common covenant violations include but are not limited to:

- Peeling paint on exterior trim;
- Peeling, missing, or faded shutters, trim or doors;
- Dented mailboxes, or mailboxes and/or stands/posts in need of repainting, missing numbers or flag;
- Recreational equipment which is broken or in need of repainting;
- Fences and/ or gates with either broken or missing parts;
- Sheds with broken doors or in need of painting or other types of repair;
- Decks with missing or broken railings or parts, or parts in need of refinishing;
- Concrete or masonry block foundations or stairs in need of repainting or cleaning; and
- Siding in need of cleaning due to mold and mildew build-up.

1.13.3 Mowing

Turf areas need to be mowed at regular intervals, maintaining a maximum height of six inches. Changes to this requirement may be made according to specified plans. Except when mulching, grass should be collected and bagged. Bagged grass can be set out for collection in accordance with the homeowner's trash or recycling service.

1.13.4 Lawn and Garden

The objective should be to create and maintain a lawn as green and healthy as possible. Lawns should be edged and trimmed for neatness and treated for weed/bug control to both keep each homeowner's lawn healthy and attractive and to protect neighbors' lawns from weeds and bugs.

1.13.5 Trash Storage and Removal

Each resident is responsible for picking up litter and/or debris on their property. Trash storage and collection must comply with Section 8.2(h) of the Covenants.

1.13.6 Erosion Control & Drainage Management

Each homeowner is responsible for maintaining proper drainage through their property and for not blocking or otherwise hindering drainage from adjoining properties. Silt and debris from a homeowner's property flowing onto other properties and into storm drains can cause significant problems for the community, homeowners, and environment.



1.14 Common Definitions

1.14.1 Definition of Yard

The following definitions refer to traditional single-family home design. Homes on corner lots, with side drives, and on pipe stem driveways will be considered on a case-specific basis.

1. A front yard is defined as being from the front plane of the house vertically out to the side lot line and forward to the front lot line. Note that homes with side loading drives, the front yard is defined as the side of the home with the front door.

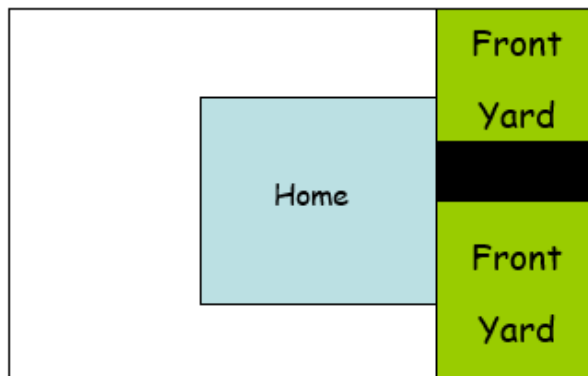


Diagram A - Definition of the Front Yard

2. A backyard is defined as being the rear plane of the house vertically out to the side lot line, and back to the rear lot line.

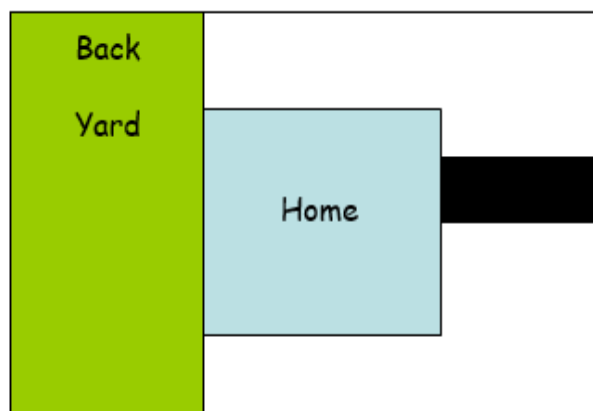


Diagram B - Definition of the Back Yard



3. A side yard is defined as being parallel to each side of the house from the front corner to the rear corner of the lot.

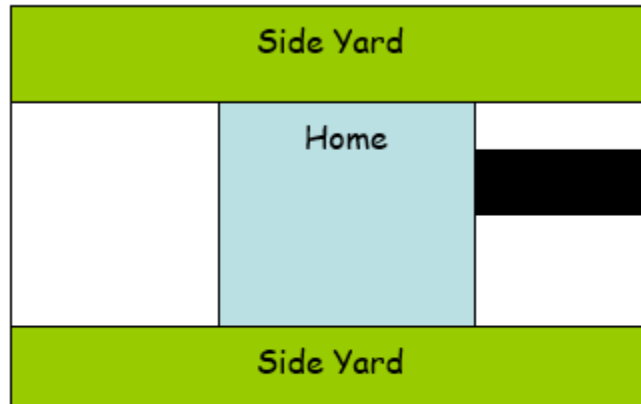


Diagram C - Definition of the Side Yard

4. A side plane is defined as being parallel to the house from the front and rear, extending to the side lot lines. There are two side planes for each house.

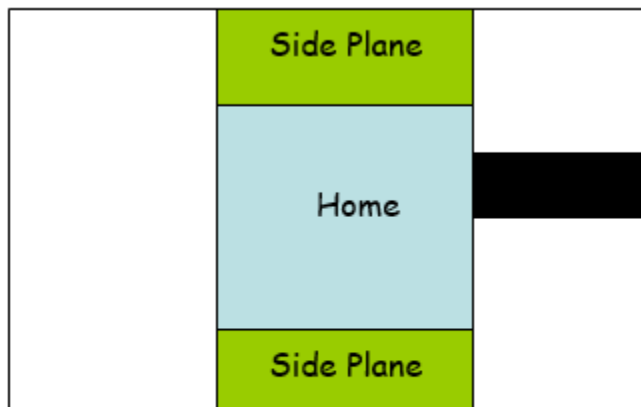


Diagram D - Definition of the Side Plane



5. A back plane is defined as being parallel to the sides of the house, extending to the rear of the property.

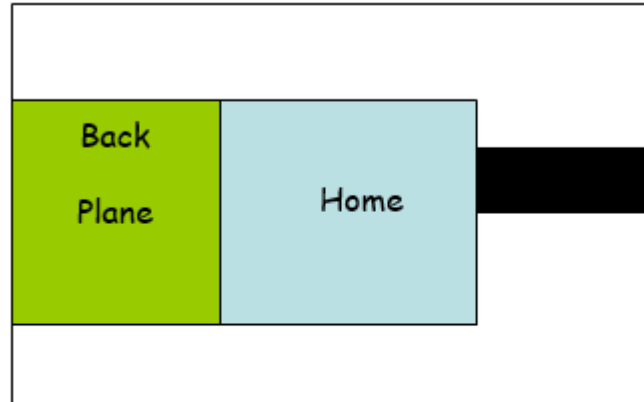


Diagram E - Definition of the Back Plane



2 STANDARDS AND GUIDELINES FOR SINGLE-FAMILY DETACHED HOMES

2.1 Major Exterior Changes

Major alterations are considered to be those which substantially alter the existing structure either by subtraction or addition, and all major alterations require CC approval, unless otherwise specifically provided herein. The replacement or repair of existing property to the original condition or in accordance with earlier approval does not require a new application.

Major building alterations include, but are not limited to, rooms, screened porches, garages, driveways, decks and fences. The application must clearly identify each exterior change that is proposed.

The design of major alterations should be compatible in scale with the applicant's house. The design of major alterations should be compatible in materials and color with the applicant's house and other single-family houses in the Potomac Station community. The location of major alterations should not impair or diminish the views, or the amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs must match the slope of the roof on the applicant's house or be determined by a professionally certified building engineer to be compatible if the same slope cannot be achieved.

New windows and doors should coordinate with the type used in the applicant's house. In the case of an addition, new windows and doors shall be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated in the CC application. The application will be denied if adjoining properties will be adversely affected by changes in drainage. However, the Association is not responsible for ensuring that alterations do not have a negative impact on drainage onto or from adjacent lots or common areas.

Construction materials should be stored when not in use so that impairment of views from neighboring properties is minimized. Excess material should be removed within ten days of completion of construction.

Unless specified otherwise in these Design Guidelines, applications are required for exterior alterations, additions or improvements to property or houses. Work should not be undertaken prior to receipt of written approval of the application. Any addition, alteration or improvement made to property or house without an application, where the changes or the application is subsequently denied, amended, or otherwise has provisions, is the responsibility of the homeowner to remove, restore, or correct at the homeowner's expense.

2.1.1 Application Contents

In most cases, only a single application must be submitted for each addition, alteration or improvement. Applications include:

1. Site plan showing location of proposed addition, alteration or improvement and relationship to property lines and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions. If required by the CC, a full set of architectural drawings must be included. Elevations depicted should include a side view, full view, and aerial view.



3. Description and examples of materials including items such as type of siding on dwelling and proposed structure, colors, exterior lighting arrangements, etc. where applicable. Applicant must also indicate existing colors, material, etc. on home. Actual color samples/swatches are required.
4. Landscape plans, if applicable, including size and type of plants as well as number to be planted.
5. A duplicate of those documents which were submitted or are required to be submitted, to the Locality to secure a building permit.
6. Estimated start and completion date.
7. Signature of the homeowner.

2.1.2 Fences

The repair or replacement of an existing fence with an identical one with fence materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

All fences must be maintained in good condition and repair. Fence posts and rails must be straight and level. Material should be replaced if worn or rotted.

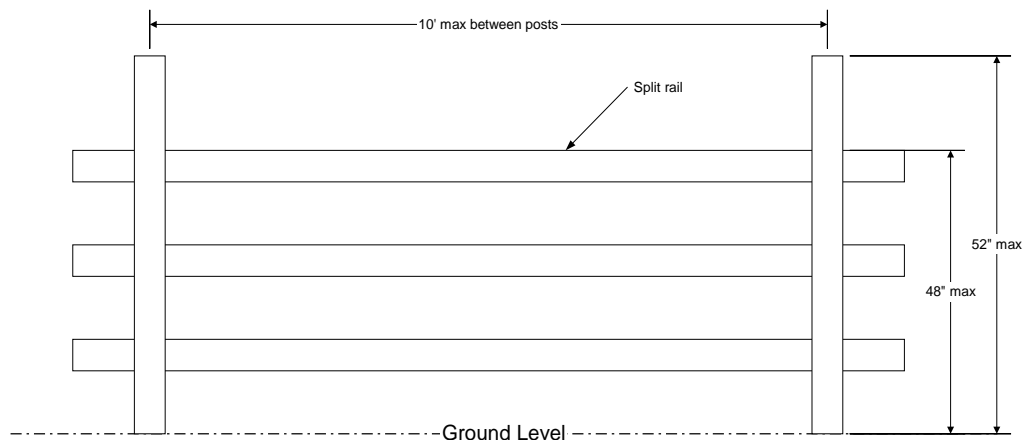
If a homeowner wishes to install or alter a fence, the homeowner must first submit an application to, and receive the written approval of, the CC.

If a homeowner wishes to remove a single-family fence, no application is required.

2.1.2.1 Fence Types

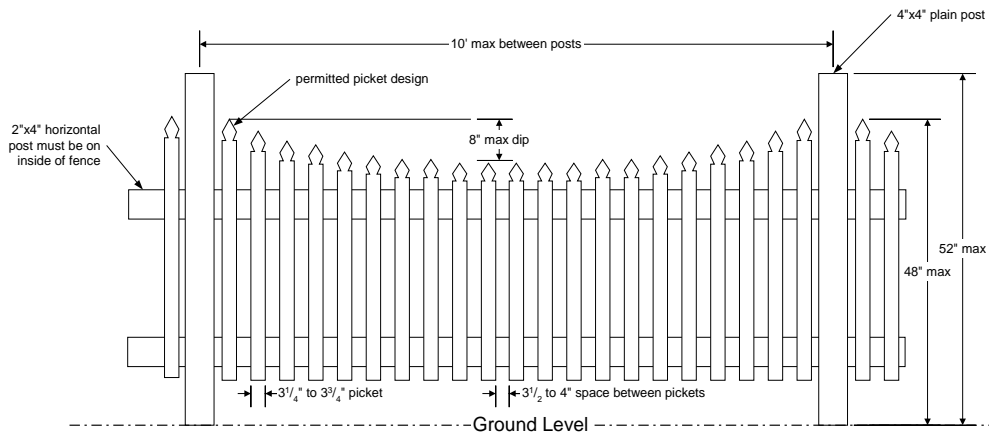
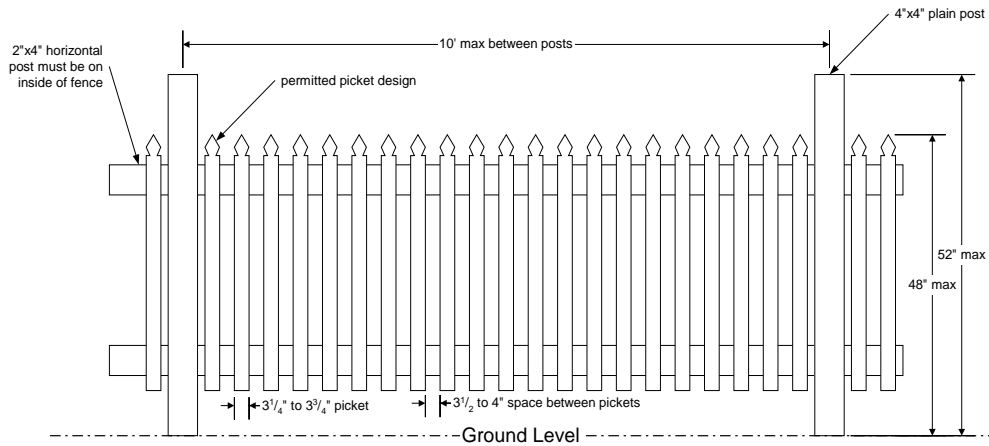
Fences for single-family detached homes shall be of an 'open' design. The permitted fence types are as follows:

1. **Three-rail split-rail fences:** Shall be 48 inches in height measured from the ground to the top of the uppermost rail and 52 inches in height measured from the ground to the top of the vertical post. See diagram below for further clarification. Post tops may be added to prevent weather splitting.



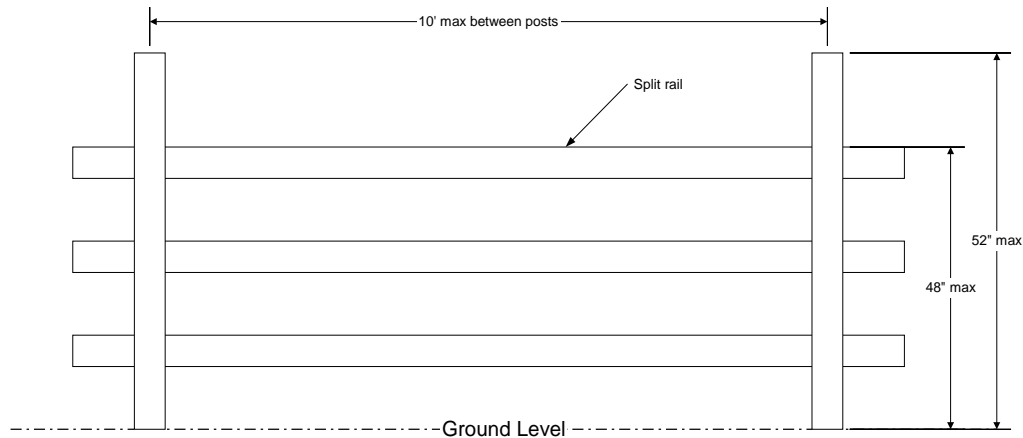


2. **Vertical picket (standard or scalloped):** Shall be 48 inches in height measured from the ground to the top of the uppermost picket and 52 inches in height measured from the ground to the top of the vertical post. Pickets may have a width between three-and-one-fourth ($3\frac{1}{4}$) and three-and-three-fourths ($3\frac{3}{4}$) inches and a gap between pickets of between three-and-one-half ($3\frac{1}{2}$) and four inches. For scalloped fences; the maximum dip (height of uppermost picket top to the height of the lowest picket top) shall not exceed eight inches. See diagrams below for further clarification. Post tops may be added to prevent weather splitting.





- Estate Fence:** Shall be three board style using one-by-six (1x6) boards, 48 inches in height measured from the ground to the top of the uppermost rail and 52 inches in height measured from the ground to the top of the vertical post. Only horizontal boards of six inches are permitted. See diagram below for further clarification. Post tops may be added to prevent weather splitting.



- Plantings:** Trees, hedges, or other plantings used as a property boundary in lieu of a fence cannot exceed established height requirements for fencing, i.e. 52 inches. Such plantings must be of a type that normally grow no more than 52 inches in height at maturity. Plants must be trimmed so that they do not exceed 52 inches in height.

2.1.2.2 Materials

Fences must be constructed of natural wood, natural color composite building materials, or other synthetic wood materials with natural simulated wood grain and texture of a natural color. Natural colors include, but are not limited to pine, cedar and oak. Homeowners must submit color samples of any stain or sealant they intend to apply with their application. Natural wood color stains and sealants will generally be approved by the CC.

The use of matching colors for a single-family house fence and deck will be considered on a case-by-case basis.

Gates must be of a compatible design, material, height, and color to complement the approved fence type.

If wire mesh is installed, the wire mesh must be green, black, or brown in color and painted or plastic-coated. Galvanized mesh is not permitted. Wire mesh may be 12 gauge or lighter (thinner). Wire mesh must be placed on the inside of the fencing, attached to the wood or synthetic wood fencing materials.

No paint may be applied to fences. To increase the longevity of this investment, it is highly encouraged that the wood be maintained with stain or a sealant. Residents are expected to maintain the upkeep of the fence (no warped/broken boards, etc.).

No chain link fencing or chain link fence posts of any color is permitted.



2.1.2.3 Location

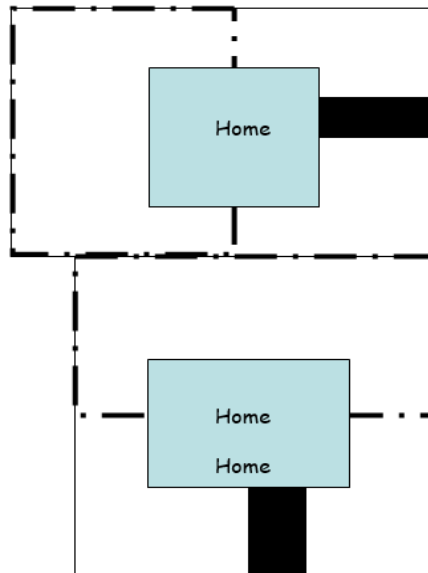
Front yard fences are not permitted. However, fences which back to the front yard of a neighbor on a pipe stem lot are permitted.

Fences shall be within or at property boundary. Fences are not permitted to extend or encroach onto neighboring properties or common area.

All side yard fencing must terminate at or behind the midpoint of the side of the home. Exceptions for termination point(s) will be considered on a case-by-case basis when the reason for the requested exception is included with the fence application. Fencing is permitted on corner lots where the backyard fence terminates at least ten feet from the curb, or the VDOT required distance, whichever is greater.

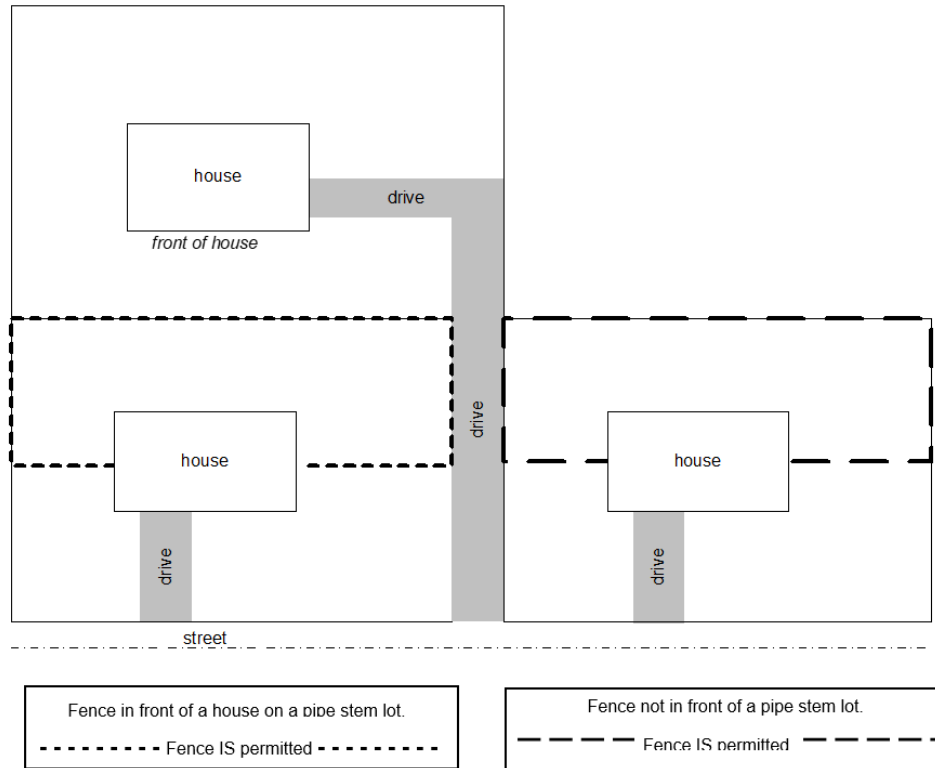
The illustration below depicts an exception where fencing is permitted in what has been described as the front yard of a neighbor.

The illustration below depicts an exception where fencing is permitted in what has been —described as the front yard of a neighbor.





The illustration below depicts a situation where fencing is permitted on one side of a private drive and in a pipe stem situation.



2.1.2.4 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a new fence application:

1. Type of fencing (split-rail, standard picket, scalloped picket, estate, plantings);
2. Whether wire mesh is to be used and material description including thickness and color;
3. Illustration of gate to be used; and
4. When any sealant or stain is to be applied, the homeowner must provide color samples.

2.1.3 Patios

The repair or replacement of an existing patio with an identical one with patio materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a single-family homeowner wishes to install or alter a patio, the homeowner must first submit an application to, and receive the written approval of, the CC.



Removal of a single-family patio does not require prior CC approval.

Patios should be located in the back plane of the house. If required by lot configuration, patios extending past the side of the home may be considered on an individual basis and may be granted in exceptional cases where unusual lot configurations are not conducive to constructing a patio or deck in the back plane of the house. In such cases, additional landscaping may be required.

When patio schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Design Guidelines should be considered during the completion of the application.

2.1.3.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a new patio application:

1. Site plan showing the size of the patio and location as it relates to the applicant's house, adjacent houses, and property lines; and
2. Description of type of materials, color, grading and drainage changes.

2.1.4 Decks

The repair or replacement of an existing deck with an identical one using materials, color and design the same as was installed by the builder or previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

The homeowner should ensure that a deck constructed by the builder is on file with the Potomac Station management office.

If a homeowner wishes to install a new deck or alter an existing deck, the homeowner must first submit an application to, and receive the written approval of, the CC. All paint and sealants must be in compliance with these Design Guidelines.

Removal of a deck does not require prior CC approval.

2.1.4.1 General Deck Guidelines

All single-family decks should be located in the back plane of the house.

If required by lot configuration, decks and/or deck stairs extending into the side plane of the home may be considered on an individual basis and may be granted in exceptional cases where unusual lot configurations are not conducive to constructing a deck in the back plane of the home. In such cases, additional landscaping or other requirements may be imposed. When a staircase or deck is permitted to extend into the side plane, it should be built parallel and adjacent to the side of the house.

When deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Design Guidelines should be considered during the completion of the application. The application must clearly identify all deck-related items/improvements as noted above.



Decks on single-family homes may consist of natural wood, composite building materials, or other synthetic wood materials that simulate natural wood grain, texture and color.

To increase the longevity of this investment, it is highly encouraged that wood be maintained with stain or a sealant. Homeowners must submit color samples of any stain or sealant they intend to apply with their application. Natural wood color stains and sealants will generally be approved by the CC.

Owners are expected to maintain the deck (no warped/broken boards, etc.).

The deck trim may also be painted to match the siding of the house, provided the siding is a light neutral color (example: beige, buff, white). Color must be approved prior to painting.

Guardrails on ground level and elevated decks may consist of natural wood, composite building materials, other synthetic wood materials, or a combination of these materials. Decorative sections (including starburst or herringbone) may be permitted. Vertical black wrought iron pickets may be permitted where the aesthetic and color scheme of the deck is preserved.

Addition of privacy lattice must be included in application or applied for if adding to existing structure.

2.1.4.2 Ground Level Decks

A ground level deck is one that is less than 12 inches in elevation.

All single-family ground level decks must follow the General Deck Guidelines in Section 2.1.4.1.

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a new ground level deck application or new addition to an existing deck:

1. Site plan showing the size of the deck and location as it relates to the applicant's house, adjacent houses, and property lines; and
2. Description of type of materials, color, grading and drainage changes.

2.1.4.3 Elevated Decks

An elevated deck is defined as one 12 inches or higher at the highest point above grade. The homeowner shall ensure that guardrail height and picket spacing comply with code of the Locality.

All single-family elevated decks must follow the General Deck Guidelines in Section 2.1.4.1.

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a new elevated deck application or new addition to an existing deck:

1. Dimensions of railings, posts, stairs, steps, benches, and other details as required to clearly describe proposal. Include height of deck above the ground;
2. Whether or not under deck area will be used for storage. If so, indicate whether trellis work or solid walls will be used. Trellised areas must be landscaped. Solid walls must be treated as a shed and conform to shed guidelines; and



3. Details of changes to windows or doors, if applicable.

2.1.5 Gazebos

For the purpose of this section, gazebos are free standing structures separate from the home or deck. Applications integrating a gazebo into a deck or patio attached to or adjacent to the home will be considered as part of a deck application in Section 2.1.4 and/or Greenhouses and Screened Porches in Section 2.1.8.

If a homeowner wishes to modify or install a gazebo, the homeowner must first submit a written application to, and receive the written approval of, the CC.

Gazebos must be located in the back plane of the home.

In keeping with these Design Guidelines, the size of any gazebo should relate well to the adjacent structure and its surroundings. In most cases the maximum size of a gazebo may not exceed 15 feet in any dimension and may not exceed a finished height of 15 feet from ground level. Reduced dimensions may be required in smaller lots such that the proposed gazebo does not occupy more than 35 percent of the available back yard.

Gazebos are not permitted to have solid walls. Openings may be screened to control insects. Privacy lattice may be considered on a case-by-case basis.

Gazebos are to be constructed of quality materials that appear to be part of the house-landscape-fence theme.

2.1.5.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a gazebo application:

1. Plat of the property showing the proposed location of the gazebo;
2. Pictures and/or drawings of the completed gazebo including a description of materials to be used and the gazebos finished dimensions; and
3. Any other additions that will be added with the installation of the gazebo; stain or paints, plantings, lighting, etc.

2.1.6 Solar Collectors and Solar Panels

Solar collectors in landscape lighting are permitted. Homeowners must follow the application procedures in the Single-Family Landscaping section of these Design Guidelines. Installation shall be performed by a licensed professional.

Solar panels are permitted on single-family homes for use as a renewable energy source. If a homeowner wishes to install solar panels, the homeowner must first submit an application to, and receive the written approval of the CC. All solar panel installations shall be reviewed on a case-by-case basis.



Solar panels shall be installed to minimize their appearance on the home, the visibility from neighboring properties, and the street. The design, color, configuration and location must be compatible with the architecture of the house and of neighboring properties.

2.1.6.1 Design Criteria

1. Panels should be placed on the rear roof of the home.
2. Solar panels must be flush-mounted and parallel with the roofline upon which it is installed.
3. All framing, pipes, wires, and mounting hardware should be unobtrusive.

2.1.6.2 Application Contents

In addition to the requirements described in Section 2.1.1, the following additional information must be included with a solar panel application:

1. Dimensions of panel(s) and other equipment required;
2. Proposed location of the panel(s) and other required equipment;
3. Approximate color of the panel(s) as well as the color of the roof shingles if mounting on roof; and
4. Details of any other changes that will be made to the property, if applicable.

2.1.7 Storage Sheds

The repair or replacement of an existing storage shed with an identical one using identical materials, color and design as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner otherwise wishes to install or alter a shed, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of a shed does not require prior CC approval.

2.1.7.1 Design Criteria

1. The location of the shed shall be confined to the back plane of the home. A shed shall not be constructed on an elevated deck.
2. The shed must be designed to appear as part of the house-landscape-fence theme and may be part of a deck.
3. The shed must be designed to respect the view and aesthetic interests of neighboring properties.
4. A standalone shed shall be visually compatible in design, color, and material with the house. A shed built into a deck shall be compatible with the deck and the house. The material of the shed will be considered on a case-by-case basis.



5. The maximum size of a shed for a single-family home is eight feet by ten feet with a height of ten feet. The usual opening width is 60 inches. Other shed sizes may be permitted on a case-by-case basis depending on lot size and configuration.

2.1.8 Greenhouses and Screened Porches

Attached greenhouses and screened porches will be reviewed as room additions. See Section 2.1.1 for application requirements.

2.1.9 Swimming Pools

If a homeowner wishes to install, remove or alter an inground pool, the homeowner must first submit an application to, and receive the written approval of, the CC.

Plastic wading pools with a maximum size of 60 inches in diameter and 18 inches in height may be used without an application to the CC and are considered Recreational Equipment. Wading pools must be drained and stored properly, in accordance with Section 2.1.9 of these Design Guidelines when not in use.

2.1.9.1 Design Criteria

1. Only inground pools are permitted for single-family homes.
2. Pools must be located in the rear plane of the house and be no closer than five feet from the property line, or the minimum standard set by the Locality, whichever is the greater distance of the two.
3. Pools requiring substantial grade changes that may adversely impact neighboring homes are not permitted.
4. A fence that meets Locality requirements for pools and is compatible with the design style of the house will be required to enclose a pool and related pool equipment. In the event that the Locality requirements for a fence differ from these Design Guidelines, such fence will be permitted if the applicant can demonstrate the applicable Locality requirements and if the applicant supplies sufficient information on the materials and dimensions of the fence to the CC. Approval of the fence is contingent upon completion of the pool. It is the responsibility of the owner to meet all Locality requirements.

2.1.9.2 Applications Contents

In addition to the requirements set forth in Section 2.1.1 above, the following additional information must be included with a pool application:

1. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc., and pertinent information concerning water supply system, drainage and water disposal system;
2. Landscaping plan for outside (exterior) of fencing if the fence type differs from the standard fences approved by the Association;
3. A description and approximate dimensions of other items in the back yard (deck, shed, play equipment, etc.); and
4. Any changes in grading.



2.1.10 Recreational Equipment

The installation or alteration of recreational equipment that is affixed or attached to the property or house or which is not portable requires an application to, and the written approval of, the CC, except as otherwise provided in these Design Guidelines.

The repair or replacement of existing recreational equipment with equipment comparable in dimensions and materials as previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

Removal of recreational equipment does not require prior CC approval.

Creatively designed recreational equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for recreational equipment with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment to be installed.

2.1.10.1 Location and Size

Recreational equipment must be placed in back yards. Consideration must be given to lot size, equipment size and design, amount of visual screening, etc. Recreational equipment should be confined to the back plane of the home.

Equipment may be placed in the back yard, beyond the back plane on a case-by-case basis if necessary due to unusual lot configuration. In such cases, additional landscaping may be required to soften the visual and noise impact to adjacent homes.

Smaller recreational equipment may be any color and made of plastic or vinyl – e.g., Little Tykes variety. This type of equipment does not need an application as long as it does not exceed six feet in height and five feet in length and width – excluding any slide.

Larger recreational equipment, if at all possible, should consist of natural wood, composite building materials, or other synthetic wood materials that simulate natural wood grain, texture, and color. This type of equipment requires the prior written approval of the CC if it does not meet the size requirements outlined below.

In most cases, the base of any unit of recreational equipment must be no greater than 20 feet by six feet with a maximum height of 12 feet. Slides and other accessories may extend outside of this area. Other sizes may be considered on a case-by-case basis. However, the maximum square footage occupied by the equipment may not exceed 35 percent of the home's available backyard space.

If multiple pieces of equipment are placed in the yard, each individual unit must be no greater in size than the base dimensions described above, and the combined square footage (when drawing a rectangle around each item) of all items may not exceed 35 percent of the home's available backyard space.

Basketball goals should be positioned in such a way that considers the safety of those using the equipment, pedestrians, and vehicles; and respects property boundaries.

2.1.10.2 Goals

Attached basketball goals may be placed above the garage opening on single-family detached homes.



Basketball backboards secured to detached single-family detached houses should be painted to match or blend with the background. A contrasting rectangular color outline may be painted on the backboard behind the goal.

Goals may also be mounted on the back of the house or on a pole implanted in the ground in the back plane of the house, provided the entire play area is confined to the back plane of the house.

2.1.10.3 Portable Goals

Portable basketball equipment is permitted without the need for submission of a CC application provided the following conditions are satisfied:

1. Basketball goals must be kept on private property – they are not permitted in roadways.
2. Basketball goals must be kept/maintained in upright condition and not lying on their side.
3. Basketball goals must be intact – no torn or thread-bare nets.
4. Basketball hoops must have threaded nets. Nets may not be chained.
5. Basketball hoops bases must be maintained in the manner in which they are designed: either filled with water or sand. They may not be supported by bags of mulch, rocks, dirt, bricks, concrete blocks, furniture, weights, or any other material whatsoever.
6. Basketball backboards must be in good maintenance and condition. Any backboards which are cracked, broken or missing (in whole or in part) must be replaced as soon as possible.
7. Basketball backboard metal parts must be maintained in good condition. Any rusting, scratched or scuffed metal parts must be painted.
8. If basketball hoops are set upon grass areas, the grass surrounding the base must be maintained and string trimmed.
9. The number of basketball goals is limited to one per home/lot.

2.1.10.4 Trampolines

Trampolines are permitted for single-family detached homes, without the need for submission of a CC application, provided the owner complies with the guidelines for Recreational Equipment outlined above. To prevent users from falling and to discourage unauthorized use, all trampolines should include a safety net. Only one trampoline per property is permitted.

2.1.10.5 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a recreation and play equipment application:

1. Photograph and/or sketch of proposed play equipment;
2. Approximate total square footage of backyard; and
3. List of all other play equipment and other items (deck, patio, shed, etc.), with dimensions, currently located in backyard.



2.1.11 Hot Tubs - Exterior

The repair or replacement of an existing exterior hot tub and/or enclosure with an identical one using identical materials, color and design as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

Prefabricated hot tubs do not require CC approval.

Home-constructed units require written approval by the CC.

The installation of a new or alteration of an existing exterior hot tub requires an application to, and the written approval of, the CC.

Removal of an exterior hot tub and/or enclosure does not require prior CC approval.

All hot tubs must be placed in the back plane of the residence. Care and planning should be included with the design of the hot tub unit so neighbors are not unreasonably affected by its presence. Wood or synthetic wood lattice or doubled wood lattice is recommended to ensure tasteful privacy. Either self-constructed or built-in designs are permitted. It is highly recommended that covers be lockable for safety.

All homeowners and residents must comply with the Locality requirements for noise abatement and installation as related to use and installation of hot tubs.

2.2 Minor Exterior Changes

2.2.1 Air Conditioners and Heat Pumps - Exterior Units

The replacement of an original builder-installed air conditioning or heat pump unit with one of comparable size does not require an application or approval by the CC.

If a homeowner wishes to install an additional unit, commercial unit, or alter an exterior air conditioning or heat pump unit, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of an exterior air conditioning or heat pump unit does not require prior CC approval.

Air conditioning units sitting within or extending from windows are prohibited.

Additional units, or relocated units, require an application, in which event the association will consider the proposed location, the type and size of the unit, and any adverse impact(s) to neighboring lots.

2.2.2 Antennas & Satellite Dishes

Over-the-air reception devices less than one meter (approximately 39 inches) in diameter are permitted without application to, or prior approval of, the CC. However, for so long as doing so does not interfere with receiving a reasonable signal, such devices should be located on the rear, side, or roof of the home out of sight from any street and neighboring home, and when located on the side of the home, they should be behind the midpoint of the home, again out of sight from any street or neighboring home. Associated cables should be concealed from view. Antennas and Dishes shall not be mounted on the outside of fences.



All other reception and similar devices are prohibited on lots, as set forth in Section 8.2(1) of the Covenants.

2.2.3 Attic Ventilators and Metal Flues

The repair or replacement of an existing attic ventilator, turbine, or metal flue equipment with comparable equipment as installed by the builder or previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter an attic ventilator, turbine or metal flue, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of an attic ventilator, turbine or metal flue does not require prior CC approval.

Attic ventilators and turbines must match the siding or trim color on the house if mounted on a gable end or be painted to match the roof if placed on the roof. Roof location shall be on the least visible side of the roof peak.

Large metal flues and any vent through the roof must be painted to match the roof color.

2.2.4 Chimneys

The repair or replacement of an existing chimney with an identical one with materials, color and design the same as one installed by the builder or previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter a chimney, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of a chimney requires prior CC approval. Repairs to the siding where the chimney was removed must match the existing siding of the residence.

Chimney caps must be painted and any vent through the roof must be painted to match the roof color.

2.2.4.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a chimney application:

1. Site plan showing the relationship of chimney to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of chimney to include dimensions;
3. Color and style of house; and
4. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match.

2.2.5 Roof Shingles

The replacement of an existing roof with materials, color and design the same as the roof installed by the builder or as previously approved by the CC for the same property, does not require an application to, or approval from, the CC.



The replacement of a roof with architectural shingles do not require an application so long as the color matches the original.

2.2.5.1 Application Contents

If a homeowner wishes to alter the original color or style of the shingles other than those listed above, the homeowner must first submit an application to, and receive the written approval of, the CC. In addition to other required submissions, the following additional information must be included:

1. Picture of current exterior; and
2. A color sample of the new shingle, including brand and style

2.2.6 Clotheslines

Clotheslines are not permitted.

2.2.7 Rain Barrels

If a homeowner wishes to modify or install rain barrel(s), the homeowner must first submit a written application to, and receive the written approval of, the CC.

Rain barrels must be located in the back plane or side plane behind the midpoint of the home.

Rain barrels must be installed adjacent to the home and must blend in with the surrounding landscape (painted to match the home, obscured by plantings, etc.) to minimize visual impact. Other locations will be considered on a case-by-case basis.

Installation should minimize modification of existing downspouts. Additionally, the barrel system should be designed to minimize adverse effects of overflow and runoff.

Barrels should be opaque to minimize the growth of algae and utilize screening or other design features to inhibit mosquito breeding.

2.2.7.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a rain barrel application:

1. Plat of the property showing the proposed locations of the rain barrel(s);
2. Pictures and/or drawings of the rain barrel system; including: capacity, measurements, anchoring, mosquito mitigation, interface to downspout, etc.; and
3. Description of the plan to minimize visual impact of rain barrel(s); painting, plantings, fence, etc.

2.2.8 Pergolas

Pergolas are an outdoor garden feature, with or without plantings, intended to create a shaded walkway or sitting area. Pergolas are generally constructed using vertical posts or open lattice supporting horizontal cross-beams. Pergolas with solid walls and/or permanent roofs will not be permitted under this section.



If a homeowner wishes to modify or install a pergola, the homeowner must first submit a written application to, and receive the written approval, of the CC.

Pergolas must be located in the back yard of the home. Smaller pergolas creating a shaded walkway at the entry to the yard may be placed in the side yard such that they are integrated into the design of the fence and do not extend outward beyond the midpoint of the home.

In keeping with Potomac Station's Design Guidelines, the maximum size of a pergola may not exceed 15 feet by 15 feet and eight feet tall at the longest point of measurement. Pergolas used in the side yard to frame entry ways may not exceed six feet wide by three feet deep by eight feet tall at the longest point of measure.

Pergolas are to be constructed of quality materials that appear to be part of the house-landscape-fence theme.

2.2.8.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a pergola application:

1. Plat of the property showing the proposed location of the pergola;
2. Pictures and/or drawings of the completed pergola including a description of materials to be used and the pergola's finished dimensions; and
3. Any other additions that will be added with the installation of the pergola; stain or paints, plantings, lighting, etc.

2.2.9 Compost

Composting is permitted for single-family homes if confined to containers made specifically for composting.

If a homeowner wishes to maintain compost piles, prior application to the CC is not required provided the following conditions are met:

1. Composting is limited to yard waste – i.e., grass clippings, leaves and flower garden waste;
2. Composting containers are to be located in the back plane of the house, in an area that is visually unobtrusive; and
3. The containers are inaccessible to wild or domestic animals and do not intrude on the side plane of the house.

2.2.10 Dog Houses

The repair or replacement of an existing dog house with an identical one using materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.



If a homeowner wishes to install or alter a dog house, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of a dog house does not require prior CC approval.

Homeowners with dog houses are strongly encouraged to fence their backyards. A separate application is needed for backyard fences.

Dog houses must be compatible with the applicant's house in color and material or match a natural wood or synthetic wood fence and must be located where they will be visually unobtrusive.

Maximum size permitted for dog houses is six feet by four feet with a height of five feet and the dog house may not extend beyond the property lines.

2.2.10.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a dog house application:

1. Site plan showing relationship of dog house to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of dog house to include dimensions;
3. Description of materials to be used; and
4. Exterior color(s) of homeowner's house.

2.2.11 Exterior Decorative Objects

The repair or replacement of an existing decorative object with an identical one using materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter exterior decorative objects that are not totally confined within an enclosed privacy fence or that are affixed or attached to the property or house, the homeowner must first submit an application to, and receive the written approval of, the CC.

Applications will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area.

Decorative objects, which were not part of the original construction design, either as a standard or optional feature, may be natural or man-made. Examples include but are not limited to: driftwood, sculptures, fountains, still-water ponds, or free-standing poles of all types.

If a complaint is made regarding excessive exterior decorative objects, the CC will make a determination as to the number/type of objects appropriate for that property to maintain the desired neighborhood aesthetic.

Removal of exterior decorative objects does not require prior CC approval.

The homeowner should contact the Loudoun County Health Department for any appropriate ordinances regarding fountains or still-water ponds before installation.



2.2.11.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with an exterior decorative object application:

1. Site plan showing relationship of the object to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of object to include dimensions; and
3. Color and material of object.

2.2.12 Exterior Lighting

The repair or replacement of any exterior existing light fixture with a similar style and size using materials, color and design the same as originally installed or approved by the CC is acceptable.

If a homeowner wishes to install or alter exterior lighting, the homeowners must first submit an application to, and receive the written approval of, the CC.

Lights added to the front of a single-family home must match or complement existing lighting.

Lighting in the front or rear yard must be placed so that light does not shine outside the property boundaries.

2.2.12.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with an exterior lighting application:

1. Site plan showing the relationship of the exterior lighting to house, property line, and adjacent neighbors;
2. Picture and/or detailed drawing of the exterior lighting to include all dimensions and height of fixture above ground; and
3. Wattage of bulb to be used.

2.2.13 Exterior Painting and Color and Concrete Areas

If a homeowner wishes to alter the color on the exterior of their home, the homeowner must first submit an application to, and receive the written approval of, the CC.

Color changes apply to the house siding, doors, shutters, trim, roofing, and other attached and/or related structures. Applications are required to change any part(s) of the house color scheme.

Trim is considered the frame of the house, frames of the doors, and frames of the windows but does not include the actual shutters and doors.

Sample color(s) obtained by the applicant from a local paint store must be included with the color change application.



Concrete areas should be restored to original condition with concrete surfacing. Concrete coatings, acrylic coatings or sealants should match in color and texture and will be reviewed on a case by case basis. These materials require an application.

Refinishing a specific object to match its original (current) color does not require an application to be submitted to the CC, as long as the color already meets the requirements of the current Design Guidelines.

2.2.13.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with an exterior paint change application:

1. List and locations of all existing exterior colors on the house and attached and/or related structures; and
2. A color sample of the new color(s) to be used and the location(s) on the home where the new color(s) will be used.

2.2.14 Flagpoles

Permanent, free standing flagpoles are not permitted on individual lots.

Homeowners wishing to install one temporary flagpole staff that does not exceed six feet in length and that is attached at an incline to the front wall or pillar of the house or to deck support post or railing need not submit an application to the CC. Temporary flagpoles and flags must be maintained.

2.2.15 Gutters and Downspouts

Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties.

The installation of a gutter or downspout that does not match the color, design or materials of the existing gutter or downspouts on the home requires an application to, and the written approval of, the CC.

2.2.16 Landscaping

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Tree branches overhanging common sidewalks must be maintained at a minimum height of six feet.

All gardens must be neatly maintained; this includes removal of all unused stakes, trellises, and dead growth. In addition, plantings of trees and shrubs must be neatly trimmed.

Brick pavers may be used as landscaping borders and must be natural in color. Wire landscaping borders are not permitted.

Plantings which do not exceed four feet in height or less at maturity do not require prior application to the CC.



However, if a homeowner wishes to install or alter specific types of landscaping to the exterior of their home, the homeowner must first submit an application to, and receive the written approval of, the CC. Application to, and written approval by, the CC are required for the following types of new landscaping:

- Trees;
- Hedges more than four feet in height or eight feet in length;
- Other features which in effect become structures, fences or that screen items from view of adjacent property;
- Perimeter plantings that screen views of other yards;
- Plantings that are used for screening purposes (must also be included as a part of applications for other exterior modifications that are submitted to the CC); and
- Railroad ties, garden timbers, bricks, stone, or other materials that form a barrier over 12 inches high and eight feet long.

NOTE: Plantings used as a property boundary in lieu of or in addition to, a fence, cannot exceed established height requirements for fencing, i.e. 52 inches.

2.2.16.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a landscaping application:

1. A description of the types and sizes of trees and/or shrubs to be planted;
2. For landscaped areas with multiple trees, the approximate distance between tree trunks;
3. A site plan showing the relationship of new plantings to existing plantings, the house and adjacent properties and location of any ties or timbers; and
4. Information on any grading changes.

2.2.17 Rock Gardens

An application must be submitted and approved in writing by the CC for rock gardens in the event rocks or collections of rocks exceed 24 inches in any direction. All rocks shall be left their natural color. Applications are required for tiered rock gardens, rock walls and rock edging to planting beds if the latter is higher than 12 inches.

2.2.18 Flower and Vegetable Gardens

If the vegetable garden meets the conditions below, no application is required. An application must first be submitted and approved in writing by the CC for vegetable gardens which do not meet all of the following conditions:

1. It is located in the back yard of the house;
2. Its size does not exceed one-fourth of the area described in (1); and



3. It does not damage property below it or increase the flow of water onto adjacent property.

2.2.19 Mailboxes

Standard mailboxes must be straight-forward in design, mounted on posts and conform to the standard detail as installed by the builder and US postal regulations.

Mailboxes should be black with 4x4x6 wood pressure treated post stained a natural wood color or painted black or brown. Posts should have a support and brace with finial or post cap.

Whitehall Mailboxes in black or bronze (Superior or Ultimate models) are preapproved and may be installed without prior application to the CC.

Additional locking mailbox types will be considered by the CC on a case-by-case basis.

No modifications to or installations of mailboxes, other than the models described above, are permitted without prior written approval of the CC.



In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a mailbox application:

1. Site plan showing the relationship of the mailbox to the house, property line and adjacent neighbors; and
2. Picture and/or detailed drawing of the mailbox to include color, dimensions and materials used.

2.2.20 Permanent Cooking Grills

The repair or replacement of an existing permanent cooking grill with an identical one with materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.



If a homeowner wishes to install, remove or alter a permanent cooking grill, the homeowner must first submit an application to, and receive the written approval of, the CC.

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with a permanent cooking grill application:

1. Site plan showing the relationship of the grill to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of grill to include dimensions and materials used;
3. If the grill is to be removed, a detailed description of material(s) that will replace the area previously occupied by the grill.

2.2.21 Signs- Real Estate/ For Rent/ Contractor/ Service

Except as described herein, signs covered in this section require approval of the CC prior to placement on an owner's property.

One real estate sign is permitted on a lot provided the conditions in this section are satisfied. Signs must meet Locality regulations with respect to size, content and removal. In most circumstances, signs may only be placed in the front yard of the property available for sale or rent. However, real estate signs may also be placed in back or side yards bordering major thoroughfares. Signs may not be placed upon common areas.

All real estate signs must be removed within 48 hours of settlement.

Contractor or service signs asked to be placed on the lot are permitted while the project is pending or otherwise during construction, but must be removed upon completion of project.

2.2.22 Sidewalks and Pathways

If a homeowner wishes to install, remove or alter a sidewalk or pathway, the homeowner must first submit an application to, and receive the written approval of, the CC.

All new pathways or sidewalks must be set back at least four feet from the property line and generally be installed flush to the ground. The setback for a pathway may be reduced to two feet from the property line with written approval by affected homeowners.

Sidewalks and Pathways are not permitted in the VDOT Right-of-Way.

Resurfacing or realigning existing walks also requires an application to and written approval from the CC.

2.2.22.1 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with sidewalk / pathway application:

1. Site plan showing the exact location of the pathway or sidewalk;
2. Materials to be used, including color. If using brick, type should blend with that on the house (if any); and



3. Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors.

2.2.23 Doors and Windows

Windows: Replacement windows shall match the original style. Should there be a change in design, an application is required.

Storm/screen doors for front entry doors must be full view doors without ornamentation (i.e. scrolls, imitation gate hinges, ornamental grillwork or scallops).

Storm doors must be the same color as the entry door or surrounding trim.

Storm and screen window frames should match the trim color of the house, but white or anodized aluminum is acceptable. (Trim is considered the frame of the home and does not include the shutters and doors.)

Storm/screen doors for back entry doors or other house locations need not be full view.

If the above criteria are met for storm doors, an application is not necessary. In all other cases, an application and written approval from the CC is required.

Sidelight windows adjoining front entry doors may be clear, frosted, cut glass, or stained glass. An application and written approval from the CC is required for all sidelight window changes other than those herein identified.

Front entry door changes will be considered by the CC on a case-by-case basis. Such changes could include doors with a window, stained glass panel or cut glass panel. An application and written approval from the CC is required for all front door changes.

Garage door changes, both front and side loading, will be considered by the CC on a case-by-case basis. An application and written approval from the CC is required for all garage door changes. The repair or replacement of existing garage doors with identical or functionally identical appearance does not require approval by the CC.

Additional information about single-family window and door changes/additions is located in Section 2.1 above.

2.2.24 Exterior Sun Control Devices (Awnings and Trellis Work)

Homeowners wishing to install a sun control device must first submit an application to, and receive written approval from, the CC.

Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.

2.2.24.1 Location

The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.



2.2.24.2 Materials and Color

1. Solid colors are required for trellises. Solids and stripes are permitted for awnings.
2. Trellis work must match the trim, or deck if part of deck, or dominant color of the applicant's house. Vines may be grown if neatly trimmed.
3. Stripes in awnings must match the trim or siding of the applicant's house.
4. Pipe frames for canvas awnings must be painted to match trim of dominant color of the house. If awnings are removed for winter storage, frames must be removed as well.

2.2.24.3 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with an exterior sun control device application:

1. Site plan showing location of trellis, awnings or other sun control device;
2. Sketch and/or photograph of house;
3. Sketch, photograph, or manufacturer's product information of proposed sun control device including indication of dimensions, construction details showing how the awning or trellis is attached to the house;
4. Indication of materials and color to be used;
5. In the case of fabric awnings, submissions of a material and color sample must be included.

2.2.25 Trash Container Enclosures

If a homeowner wishes to install or modify a trash container enclosure, the homeowner must first submit an application to, and receive written approval of, the CC.

Trash container enclosures are structures that entirely conceals all trash and containers from view. Trash enclosures are restricted to the storage of trash containers only. The enclosure must be designed to respect the view and aesthetic interest of neighboring properties.

2.2.25.1 Design Criteria

1. The location of the enclosure shall be confined to the rear yard or may be located at the side of the house but not further forward than the midpoint of the house to minimize the impact on adjacent neighbors. Enclosures are prohibited in front yards. If visible from the street, enclosure should be screened by planting(s).
2. Enclosures shall be limited in size to the space required to completely enclose the containers (one trash and one recycling). Size shall not exceed 4 ft high and 3 ft in depth from the house. The length should not exceed 6 ft. Enclosures should have secure latching door with lock.
3. Enclosures shall be constructed of pressure treated wood or of a manufactured product such as composite or plastic material. Lattice is not acceptable.
4. The exterior shall be visually compatible in design, color, and material with the house.



2.2.25.2 Application Contents

In addition to the requirements described in Section 2.1.1 above, the following additional information must be included with an exterior lighting application:

1. Site plan showing the location of the proposed trash container enclosure.
2. Picture and/or detailed drawing of the enclosure to include all dimensions and material.

2.2.26 Trash Cans

Trash and recycling containers shall not be placed for pickup at appointed locations prior to 6:00 PM on the evening prior to scheduled trash or recycling pick-up. Trash and recycling material to be placed for pickup must be in appropriate metal or hard plastic containers manufactured for trash and recycling purposes only. All trash containers must have lids. Trash cans and recycling bins must be stored in the garage, in a shed, or in the back plane against the house out of sight by the end of the day of pickup.



3 STANDARDS AND GUIDELINES FOR ATTACHED TOWNHOUSES

3.1 Major Exterior Changes

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction or addition, and all major alterations require CC approval, unless otherwise specifically provided herein. The replacement or repair of existing property to the original condition or in accordance with earlier approvals does not require a new application.

Major building alterations include, but are not limited to, rooms, screened porches, garages, driveways, decks and fences. The application must clearly identify each exterior change that is proposed.

The design of major alterations should be compatible in scale with the applicant's house and adjacent houses. The design of major alterations should be compatible in materials and color with the applicant's house and other townhouses in the same group of homes. The location of major alterations should not impair or diminish the views, or the amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs must match the slope of the roof on the applicant's house or be determined by a professionally certified building engineer to be compatible if the same slope cannot be achieved.

New windows and doors should coordinate with the type used in the applicant's house. In the case of an addition, new windows and doors shall be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated in the CC application. The application will be denied if adjoining properties will be adversely affected by changes in drainage. However, the Association is not responsible for ensuring that alterations do not have a negative impact on drainage onto or from adjacent lots or common areas.

Construction materials should be stored when not in use so that impairment of views from neighboring properties is minimized. Excess material should be removed within ten days of completion of construction.

Unless specified otherwise in these Design Guidelines, applications are required for exterior alterations, additions or improvements to property or houses. Work should not be undertaken prior to receipt of written approval of the application. Any addition, alteration or improvement made to property or house without an application, where the changes or the application is subsequently denied, amended, or otherwise has provisions, is the responsibility of the homeowner to remove, restore, or correct at the homeowner's expense.

3.1.1 Application Contents

In most cases, only a single application per addition, alteration or improvement is required. Applications generally include:

1. Site plan showing location of proposed addition, alteration or improvement and relationship to property lines and adjacent houses.



2. Detailed drawings and plans including exterior elevations and dimensions. If required by the CC, a full set of architectural drawings must be included. Elevations depicted should include a side view, full view, and aerial view.
3. Description of materials including items such as type of siding on dwelling and proposed structure, colors, exterior lighting arrangements, etc. where applicable. Applicant must also indicate existing colors, material, etc. on home.
4. Landscape plans, if applicable, including size and type of plants as well as number to be planted.
5. A duplicate of those documents which were submitted, or are required to be submitted, to the Locality, to secure for a building permit.
6. Estimated start and completion date.
7. Signature of the homeowner.

3.1.2 Fences

The repair or replacement of an existing fence with an identical one with fence materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

All fences must be maintained in good condition and repair. Fence posts and rails must be straight and level. Material should be replaced if worn or rotted.

If a homeowner wishes to install or alter a fence, the homeowner must first submit an application to, and receive the written approval of, the CC.

If a homeowner wishes to remove a townhouse privacy fence, written approval from the CC to remove the fence is required.

3.1.2.1 Fence Types

Privacy fencing may be used to enclose the rear yards of attached dwellings (townhouses) to provide screening for patios, wading pools and similar uses.

Townhouse fences may be board-on-board only. The fencing may not exceed six feet in height. Up to one foot of the top of the fence may be constructed of lattice of the same material.

Gates must be compatible with the fence in material and style.

Post tops may be added to prevent weather splitting.

3.1.2.2 Materials

Fences must be constructed of natural wood, natural color composite building materials, or other synthetic wood materials with natural simulated wood grain and texture of a natural color. Natural colors include, but are not limited to pine, cedar and oak. Homeowners must submit color samples of any stain or sealant they intend to apply with their application. Natural wood color stains and sealants will generally be approved by the CC. The use of matching colors for a townhouse fence and deck will be considered on a case-by-case basis.

To the extent practical, fencing should match or blend with existing adjacent fencing.



Gates should be compatible to fencing in design, materials, height, and color.

No paint may be applied to fences. To increase the longevity of this investment, it is highly encouraged that the wood be maintained with stain or a sealant. Residents are expected to maintain the upkeep of the fence (no warped/broken boards, etc.).

3.1.2.3 Location

Front yard fences (or fences which appear to be in a neighbor's front yard due to lot configuration) are not permitted.

Fencing for end-unit townhouses must terminate at or behind the midpoint of the side of the house. Exceptions for termination point will be considered on a case-by-case basis when the reason for the requested exception is included with the fence application. Fencing for interior units shall be limited to the back plane of the house.

3.1.2.4 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a new fence application:

1. Illustration and height of lattice to be used, if applicable;
2. Illustration of gate to be used; and
3. Whether any sealant or stain is to be applied; if so, homeowner must provide color samples.

3.1.3 Patios

The repair or replacement of an existing patio with an identical one with patio materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter a patio that is not totally confined within an enclosed privacy fence, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of a townhouse patio that is totally confined within an enclosed privacy fence does not require prior CC approval.

Removal of a townhouse concrete patio that is not totally confined within an enclosed privacy fence requires written CC approval.

Patios for end unit and interior townhouses should be located in the back plane of the home.

When patio schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Design Guidelines should be considered during the completion of the application.



3.1.3.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a patio application:

1. Site plan showing the size of the patio and location as it relates to the applicant's house, adjacent houses, and property lines; and
2. Description of type of materials, color, grading and drainage changes.

3.1.4 Decks

The repair or replacement of an existing deck with an identical one using materials, color and design the same as one installed by the builder or previously approved by the CC for the same property, or with materials specified in Section 3.1.4.1, does not require an application to, or approval from, the CC.

The homeowner should ensure that a deck constructed by the builder is on file with the Potomac Station management office.

If a homeowner wishes to install a new deck or alter an existing deck that is not totally confined within an enclosed privacy fence, the homeowner must first submit an application to, and receive the written approval of, the CC. This includes repainting or resealing a deck to a different color. All paint and sealants must comply with these Design Guidelines.

Removal of a deck does not require prior CC approval.

3.1.4.1 General Deck Guidelines

All townhouse decks must be located in the back plane of the house.

Deck steps for end-unit townhouses may extend into the side plane of the townhouse property, but must terminate behind the midpoint of the side of the house. When a staircase extends into the side plane, it should be built parallel and adjacent to the side of the house.

Decks and deck steps for interior units shall be limited to the back plane of the house.

When deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., other appropriate sections of these Design Guidelines should be considered during the completion of the application. The application must clearly identify all deck-related items/improvements as noted above.

Townhouse decks may consist of natural wood, composite building materials, or other synthetic wood materials that simulate natural wood grain and texture. Homeowners must submit color samples of any stain or sealant they intend to apply with their application. Natural wood color stains and sealants will generally be approved by the CC.

To increase the longevity of this investment, it is highly encouraged that wood be maintained with stain or a sealant. Residents are expected to maintain the upkeep of the deck (no warped/broken boards, etc.).



The deck trim may also be painted to match the siding of the house, provided the siding is a light neutral color (example: beige, buff, white). The use of matching colors for a townhouse fence and deck will be considered on a case-by-case basis.

All new deck construction applications and color change applications shall include a color sample for the proposed deck or color change. All deck finishing and refinishing must be compatible with the existing color scheme of the home and the current Design Guidelines.

Guardrails on ground level and elevated decks may consist of natural wood, composite building materials, other synthetic wood materials, or a combination of these materials. Decorative sections (including starburst or herringbone) may be permitted. Vertical black wrought iron pickets may be permitted where the aesthetic and color scheme of the deck is preserved.

3.1.4.2 Ground Level Decks

A ground level deck is one that is less than 12 inches in elevation.

Ground level decks are limited to the back plane of the house. Ground level decks that are totally confined within an enclosed privacy fence do not require CC approval.

All townhouse ground-level decks must follow the General Deck Guidelines in Section 3.1.4.1.

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with an application for a new ground level deck that is not totally confined within an enclosed privacy fence:

1. Site plan showing the size of the deck and location as it relates to the applicant's house, adjacent houses, and property lines; and
2. Description of type of materials, color, grading and drainage changes.

3.1.4.3 Elevated Decks

An elevated deck is defined as one being 12 inches or higher at the highest point above grade. Guardrail height and picket spacing shall comply with Locality requirements.

All townhouse elevated decks must follow the General Deck Guidelines in Section 3.1.4.1.

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a new elevated deck application or new addition to an existing deck:

1. Dimensions of railings, posts, stairs, steps, benches, and other details as required to clearly describe proposal. Include height of deck above the ground;
2. Whether or not under deck area will be used for storage. If so, indicate whether trellis work or solid walls will be used. Trellised areas must be landscaped. Solid walls must be treated as a shed and conform to shed guidelines; and
3. Details of changes to windows or doors, if applicable.



3.1.5 Gazebos

Due to space constraints, gazebos are not permitted for townhomes.

3.1.6 Solar Collectors and Solar Panels

Solar collectors in landscape lighting are permitted. Homeowners must follow the application procedures in the Townhouse Landscaping section of this document.

Solar panels are permitted on townhouse homes for use as a renewable energy source. Installation shall be performed by a licensed professional.

If a homeowner wishes to install solar panels, the homeowner must first submit an application to, and receive the written approval of the CC. All solar panel installations shall be reviewed on a case-by-case basis.

Solar panels shall be installed to minimize their appearance on the home, the visibility from neighboring properties, and the street. The design, color, configuration and location must be compatible with the architecture of the house and of neighboring properties.

3.1.6.1 Design Criteria

1. Panels should be placed on the rear roof of the townhome.
2. Solar panels must be flush-mounted and parallel with the roofline upon which it is installed.
3. All framing, pipes, wires, and mounting hardware should be unobtrusive.

3.1.6.2 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a solar panel application.

1. Dimensions of panel(s) and other equipment required;
2. Proposed location of the panel(s) and other required equipment;
3. Approximate color of the panel(s) as well as the color of the roof shingles if mounting on roof;
4. Details of any other changes that will be made to the property, if applicable.

3.1.7 Storage Sheds

The repair or replacement of an existing storage shed with an identical one using identical materials, color and design as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter a shed that is not totally confined within an enclosed privacy fence (including height), the homeowner must first submit an application to, and receive the written approval of, the CC.



Removal of a shed does not require prior CC approval.

Any storage shed has aesthetic impact on neighbors. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage which must be considered.

3.1.7.1 Design Criteria

1. The location of the shed shall be confined to the back plane of the home. A shed shall not be constructed on an elevated deck.
2. The shed must be designed to appear as part of the house-landscape-fence theme and may be part of a ground-level deck.
3. The shed must be designed to respect the view and aesthetic interests of neighboring properties.
4. A standalone shed shall be visually compatible in design, color, and material with the house. A shed built into a deck shall be compatible with the deck and the house. The material of the shed will be considered on a case-by-case basis.
5. The maximum permitted size of a shed for a townhouse is eight feet long by six feet wide with a maximum height of six feet. The shed may not extend beyond the top of the fence level (six feet).
6. No more than one storage shed will be permitted on a lot.

3.1.7.2 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included for a shed that is not totally confined within an enclosed privacy fence:

1. The dimensions of the shed;
2. The color and materials of the shed;
3. A sample of the color of the house, trim and surrounding structures.

3.1.8 Swimming Pools

Neither above ground nor inground pools are permitted for townhouses in Potomac Station.

Plastic wading pools with a maximum size of 60 inches in diameter and 18 inches in height may be used without an application to the CC and are considered Recreational Equipment. Wading pools must be drained and stored out of sight when not in use.

3.1.9 Recreational Equipment

The installation or alteration of recreational equipment that is affixed or attached to the property or house or which is not portable requires an application to, and the written approval of, the CC.

The repair or replacement of existing recreational equipment with equipment comparable to dimensions and materials as previously approved by the CC for the same property, does not require an application to, or approval from, the CC. Removal of recreational equipment does not require prior cc approval.



Due to space constraints, basketball goals or hoops are not permitted for townhouses.

Trampolines are not permitted for townhouses due to space restrictions.

3.1.10 Hot Tubs - Exterior

The repair or replacement of an existing exterior hot tub and/or enclosure with an identical one using identical materials, color and design as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

The installation of a hot tub that is totally confined within an enclosed townhouse privacy fence does not require CC approval.

If a homeowner wishes to install a new or alter an existing exterior hot tub that is not totally confined within an enclosed privacy fence, the homeowner must first submit an application to, and receive the written approval of, the CC.

A hot tub placed on an elevated deck above the level of the privacy fence requires an application and written approval by the CC.

Removal of an exterior hot tub and/or enclosure does not require prior CC approval.

All hot tubs must be placed in the back plane of the residence. Care and planning should be included with the design of the hot tub unit, so neighbors are not unreasonably affected by its presence. Wood or synthetic wood lattice or doubled wood lattice is recommended to insure tasteful privacy. Either self-constructed or built-in designs are permitted. It is highly recommended that covers be lockable for safety.

All homeowners and residents must comply with Locality requirements for noise abatement and installation as related to use and installation of hot tubs.

3.2 Minor Exterior Changes

3.2.1 Air Conditioners and Heat Pumps - Exterior Units

The replacement of an original builder-installed air conditioning or heat pump unit with one of comparable size does not require an application to, or approval by, the CC.

If a homeowner wishes to install an additional unit, commercial unit, or alter an exterior air conditioning or heat pump unit, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of an exterior air conditioning or heat pump unit does not require prior CC approval.

Air conditioning units sitting within or extending from windows are prohibited.

Additional units, or relocated units, require an application, in which event the association will consider the proposed location, the type and size of the unit, and any adverse impact(s) to neighboring lots.



3.2.2 Antennas & Satellite Dishes

Over-the-air reception devices of less than one meter (approximately 39 inches) in diameter are permitted without application to, or prior approval of, the CC. However, for so long as doing so does not interfere with receiving a reasonable signal, such devices should be located on the rear, side, or roof of the home out of sight from any street and neighboring home, and when located on the side of the home, they should be behind the midpoint of the home, again out of sight from any street or neighboring home. Associated cables should be concealed from view. Antennas and Dishes shall not be mounted on the outside of fences.

All other reception and similar devices are prohibited on lots, as set forth in Section 8.2(1) of the Covenants.

3.2.3 Attic Ventilators and Metal Flues

The repair or replacement of an existing attic ventilator, turbine, or metal flue equipment with comparable equipment as installed by the builder or previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter an attic ventilator, turbine or metal flue, the homeowner must first submit an application and receive the written approval of the CC.

Removal of an attic ventilator, turbine or metal flue does not require prior CC approval.

Attic ventilators and turbines must match the siding or trim color on the house if mounted on a gable end, or be painted to match the roof if placed on the roof. Roof location shall be on the least visible side of the roof peak.

Large metal flues and any vent through the roof must be painted to match the roof color.

3.2.4 Chimneys

The repair or replacement of an existing chimney with an identical one with materials, color and design the same as one installed by the builder or previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

Townhouse chimney styles cannot be altered from the original builder style for the specific townhouse group. A “townhouse group” is defined as all the units within one attached row.

If a homeowner wishes to install a chimney, the homeowner must first submit an application to, and receive the written approval of, the CC.

Removal of a chimney requires prior CC approval. Repairs to the siding where the chimney was removed must match the existing siding of the residence.

Chimney caps must be painted and any vent through the roof must be painted to match the roof color.

3.2.4.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a chimney application:



1. Site plan showing the relationship of chimney to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of chimney to include dimensions;
3. Color and style of house;
4. Color and style of chimneys on other units in the same townhouse group; and
5. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match.

3.2.5 Roof Shingles

The replacement of an existing roof with materials, color and design the same as one installed by the builder or previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

The replacement of a roof with architectural shingles do not require an application so long as the color matches the original.

All roofs within a townhouse group must match in color. A “townhouse group” is defined as all the units within one attached row.

3.2.5.1 Application Contents

If a homeowner wishes to alter the original color or style of the shingles other than those listed above, the homeowner must first submit an application to, and receive the written approval of, the CC.

1. Picture of current exterior
2. A color sample of the new shingle, including brand and style

3.2.6 Clotheslines

Clotheslines are not permitted.

3.2.7 Rain Barrels

If a homeowner wishes to modify or install rain barrel(s), the homeowner must first submit a written application to, and receive the written approval of, the CC.

Rain barrels must be located in the back plane or side plane behind the midpoint of the home.

Rain barrels must be installed adjacent to the home and must blend in with the surrounding landscape (painted to match the home, obscured by plantings, etc.) to minimize visual impact. Other locations will be considered on a case-by-case basis.

Installation should minimize modification of existing downspouts. Additionally, the barrel system should be designed to minimize adverse effects of overflow and runoff.



Barrels should be opaque to minimize the growth of algae and utilize screening or other design features to inhibit mosquito breeding.

3.2.7.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a rain barrel application:

1. Plat of the property showing the proposed locations of the rain barrel(s);
2. Pictures and/or drawings of the rain barrel system; including: capacity, measurements, anchoring, mosquito mitigation, interface to downspout, etc.; and
3. Description of the plan to minimize visual impact of rain barrel(s); painting, plantings, fence, etc.

3.2.8 Pergolas

Pergolas are an outdoor garden feature, with or without plantings, intended to create a shaded walkway or sitting area. Pergolas are generally constructed using vertical posts or open lattice supporting horizontal cross-beams. Pergolas with solid walls and/or permanent roofs will not be permitted under this section.

If a homeowner wishes to modify or install a pergola, the homeowner must first submit a written application to, and receive the written approval of, the CC.

Pergolas must be located in the back yard of the home. Smaller pergolas creating a shaded walkway at the entry to the yard may be placed in the side yard such that they are integrated into the design of the fence and do not extend outward beyond the midpoint of the home.

In keeping with Potomac Station's Design Guidelines, the maximum size of a pergola may not exceed 15 feet by 15 feet and eight feet tall at the longest point of measurement. Pergolas used in the side yard to frame entry ways may not exceed six feet wide by three feet deep by eight feet tall at the longest point of measure.

Pergolas are to be constructed of quality materials that appear to be part of the house-landscape-fence theme.

3.2.8.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a pergola application:

1. Plat of the property showing the proposed locations of the pergola;
2. Pictures and/or drawings of the completed pergola including a description of materials to be used and the pergolas finished dimensions; and
3. Any other additions that will be added with the installation of the pergola; Stain or paints, plantings, lighting, etc.



3.2.9 Compost

Because of the close proximity of homes, composting is not permitted in the townhouse sections. Such piles could draw insects and rodents to neighboring yards and homes.

3.2.10 Dog Houses

The repair or replacement of an existing dog house with an identical one using materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

The installation of a dog house that is totally confined within an enclosed privacy fence does not require an application to, or approval from, the CC.

If a townhouse homeowner wishes to install or alter a dog house that is not totally confined within an enclosed privacy fence, they must first submit an application and receive the written approval of the CC.

Removal of a dog house does not require prior CC approval.

Homeowners with dog houses are strongly encouraged to fence their backyards. A separate application is needed for backyard fences.

Dog houses must be compatible with the applicant's house in color and material or match a natural wood or synthetic wood fence and must be located where they will be visually unobtrusive.

Maximum size permitted for dog houses is six feet by four feet with a height of five feet and the dog house may not extend beyond the property lines.

Dog runs are not permitted.

3.2.11 Exterior Decorative Objects

The repair or replacement of an existing decorative object with an identical one using materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

If a homeowner wishes to install or alter exterior decorative objects that are not totally confined within an enclosed privacy fence or that are affixed or attached to the property of house, the homeowner must first submit an application to, and receive the written approval, of the CC.

Applications will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area.

Decorative objects which were not part of the original construction design, either as a standard or optional feature, and that are not totally confined within an enclosed privacy fence, may be natural or man-made. Examples include but are not limited to: driftwood, sculptures, fountains, or free-standing poles of all types.



If a complaint is made regarding excessive or inappropriate exterior decorative objects, the CC will make a determination as to the number/type of objects appropriate for that property to maintain the desired neighborhood aesthetic.

Removal of exterior decorative objects does not require prior CC approval.

The homeowner should to contact the Loudoun County Health Department for any appropriate ordinances regarding fountains before installation.

3.2.11.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with an exterior decorative object application:

1. Site plan showing the relationship of the object to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of object to include dimensions; and
3. Color and material of object.

3.2.12 Exterior Lighting

The repair or replacement of an existing light fixture with a similar style and size using materials, color and design the same as originally installed or approved by the CC does not require an application.

If a homeowner wishes to alter exterior lighting, the homeowner must first submit an application to, and receive the written approval of, the CC.

Exterior townhouse lights must match the other lights of the same townhouse group. A “townhouse group” is defined as all the units within one attached row. If a homeowner cannot find a replacement the same as the original, the new light must approximate the same material, shape and size, or be as close to the original as possible.

Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a spotlight.

3.2.12.2 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with an exterior lighting application:

1. Site plan showing the relationship of the exterior lighting to house, property line, and adjacent neighbors;
2. Picture and/or detailed drawing of the exterior lighting to include all dimensions and height of fixture above ground; and
3. Wattage of bulb to be used.



3.2.13 Exterior Painting and Color and Concrete Areas

If a townhouse homeowner wishes to alter the color on the exterior of their home, the homeowner must first submit an application to, and receive the written approval of, the CC.

Color changes apply to the house siding, doors, shutters, trim, roofing, and other attached and/or related structures. Applications are required to change any part(s) of the house color scheme.

Trim is considered the frame of the house, frames of the doors, and frames of the windows, but does not include the actual shutters and doors.

All homes in the all-brick-front townhouse sections of the development (Section 5 and Section 7 which are homes built by Engle Homes) must maintain the original black color of the shutters. The wood look finish of the front door must either be left as, restored to a natural wood color, or a dark brown or black paint may be applied to the front door.

A home in one of the townhouse sections using varying colors on neighboring homes, may change door and shutter colors to one of the other color schemes used in that section of the community with approval from the CC. Shutters and front door must match in color.

Sample color(s) obtained by the applicant from a local paint store must be included with the color change application.

Concrete areas should be restored to original condition with concrete surfacing. Concrete coatings, acrylic coatings or sealants should match in color and texture and will be reviewed on a case by case basis. These materials require an application.

Refinishing a specific object to match its original (current) color does not require an application to be submitted to the CC, as long as the color already meets the requirements these Design Guidelines.

3.2.13.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with an exterior paint change application:

1. List and locations of all existing exterior colors on the house and attached and/or related structures; and
2. A color sample of the new color(s) to be used and the location(s) on the home where the new color(s) will be used.

3.2.14 Flagpoles

Permanent, free standing flagpoles are not permitted on individual lots.

Homeowners wishing to install one temporary flagpole staff that does not exceed six feet in length and that is attached at an incline to the front wall or pillar of the house or to deck support post or railing need not submit an application to the CC. Temporary flagpoles and flags must be maintained.



3.2.15 Gutters and Downspouts

Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties.

The installation of a gutter or downspout that does not match the color, design or materials of the existing gutter or downspouts on the home, requires an application and the written approval of the CC.

3.2.16 Landscaping

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular and pedestrian traffic. Tree branches overhanging common sidewalks must be maintained at a minimum height of six feet.

All gardens must be neatly maintained; this includes removal of all unused stakes, trellises, and dead growth. In addition, plantings of trees and shrubs must be neatly trimmed.

Brick pavers may be used as landscaping borders and must be natural in color. Wire landscaping borders are not permitted.

Plantings which do not exceed four feet in height or less at maturity do not require prior application to the CC.

If a homeowner wishes to install or alter specific types of landscaping to the exterior of the home, the homeowner must first submit an application to, and receive the written approval of, the CC. Application to, and written approval by, the CC are required for the following types of new landscaping:

- Trees;
- Hedges more than four feet in height or eight feet in length;
- Other features which in effect become structures, fences or that screen items from view of adjacent property;
- Perimeter plantings that screen views of other yards;
- Plantings that are used for screening purposes (must also be included as part of applications for other exterior modifications that are submitted to the CC); and
- Railroad ties, garden timbers, bricks, stones, or other materials that form a barrier over 12 inches high and eight feet long.

NOTE: Plantings used as a property boundary in lieu of, or in addition to, a fence, cannot exceed established height requirements for fencing, i.e. 72 inches.

3.2.16.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with a landscaping application:



1. A description of the types and sizes of trees and/or shrubs to be planted;
2. For landscaped areas with multiple trees, the approximate distance between tree trunks;
3. A site plan showing the relationship of new plantings to existing plantings, the house and adjacent properties and location of any ties or timbers; and
4. Information on any grading changes.

3.2.17 Rock Gardens

An application must be submitted to and approved in writing by, the CC for rock gardens in the event rocks or collections of rocks exceed 24 inches in any direction. All rocks shall be left their natural color. Applications are required for tiered rock gardens, rock walls and rock edging to planting beds if the latter is higher than 12 inches.

3.2.18 Flower and Vegetable Gardens

If the vegetable garden meets the conditions below, no application is required. An application must first be submitted and approved in writing by the CC for vegetable gardens which do not meet all of the following conditions:

1. It is located in the back yard of the townhouse;
2. Its size does not exceed one-fourth of the area described in (1); and
3. It does not damage property below it or increase the flow of water onto adjacent property.

3.2.19 Mailboxes

Mailboxes are the property of the United States Government. Advertisements should not be posted on mailboxes.

3.2.20 Permanent Cooking Grills

The repair or replacement of an existing permanent cooking grill with an identical one with materials, color and design the same as one previously approved by the CC for the same property, does not require an application to, or approval from, the CC.

The construction of a permanent cooking grill totally confined within an enclosed privacy fence does not require an application to, or approval from, the CC.

If a homeowner wishes to install, remove or alter a permanent cooking grill that is not totally confined within an enclosed privacy fence, the homeowner must first submit an application to, and receive the written approval of, the CC.

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with an application for a permanent cooking grill that will not be totally confined within an enclosed privacy fence:



1. Site plan showing the relationship of the grill to the house, property line and adjacent neighbors;
2. Picture and/or detailed drawing of grill to include dimensions and materials used; and
3. If the grill is to be removed, a detailed description of material(s) that will replace the area previously occupied by the grill.

3.2.21 Signs - Real Estate / For Rent / Contractor / Service

Except as described herein, signs covered in this section require approval of the CC prior to placement on an owner's property.

One real estate sign is permitted on a lot provided the conditions in this section are satisfied. Signs must meet Locality regulations with respect to size, content and removal. In most circumstances, signs may only be placed in the front yard of the property available for sale or rent. However, real estate signs may also be placed in back or side yards bordering major thoroughfares. Signs may not be placed upon common areas.

All real estate signs must be removed within 48 hours of settlement.

Contractor or service signs asked to be placed on the lot are permitted while the project is pending or otherwise during construction, but must be removed upon completion of project.

3.2.22 Sidewalks and Pathways

If a homeowner wishes to install, remove or alter a sidewalk or pathway, the homeowner must first submit an application to, and receive the written approval of, the CC.

All new pathways or sidewalks must be set back at least four feet from the property line and generally be installed flush to the ground.

Sidewalks and Pathways are not permitted in the VDOT Right-of-Way.

Resurfacing or realigning existing walks also requires an application to and written approval from the CC.

Townhouse driveways must retain the same construction look as originally installed by the builder.

3.2.22.1 Application Contents

In addition to the requirements described in Section 3.1.1 above, the following additional information must be included with sidewalk / pathway application:

1. Site plan showing the exact location of the pathway or sidewalk;
2. Materials to be used, including color. If using brick, type should blend with that on the house (if any); and
3. Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors.



3.2.23 Doors and Windows

Windows: Replacement windows shall match the original style. Should there be a change in design, an application is required.

Storm/screen doors for front entry doors must be full view doors without ornamentation (i.e. scrolls, imitation gate hinges, ornamental grillwork or scallops).

Storm doors must be the same color as the entry door or surrounding trim.

Storm and screen window frames should match the trim color of the house, but white or anodized aluminum is acceptable. (Trim is considered the frame of the home and does not include the shutters and doors.)

Storm/screen doors for back entry doors or other house locations need not be full view.

If the above criteria are met for storm doors an application is not necessary. In all other cases, an application and written approval from the CC is required.

Sidelight windows adjoining front entry doors may be clear, frosted, cut glass, or stained glass. An application and written approval from the CC is required for all sidelight window changes.

Front entry door changes will be considered by the CC on a case-by-case basis. Such changes could include doors with a window, stained glass panel, or cut glass panel. An application and written approval from the CC is required for all front door changes.

Garage door changes will be considered by the CC on a case-by-case basis. An application to, and written approval from the CC is required for all garage door changes. The repair or replacement of existing garage doors with identical or functionally identical appearance does not require approval by the CC.

Additional information about townhouse window and door changes / additions is located in Section 3.1 above.

3.2.24 Exterior Sun Control Devices (Awnings and Trellis Work)

Homeowners wishing to install a sun control device must first submit an application to, and receive written approval from, the CC.

Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.

3.2.24.1 Location

The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.

3.2.24.2 Materials and Color

1. Solid colors are required for trellises. Solids and stripes are permitted for awnings.



2. Trellis work must match the trim, or deck if part of deck, or dominant color of the applicant's house. Vines may be grown if neatly trimmed.
3. Stripes in awnings must match the trim or siding of the applicant's house.
4. Pipe frames for canvas awnings must be painted to match trim of dominant color of the house. If awnings are removed for winter storage, frames must be removed as well.

3.2.28 Trash Cans

Trash and recycling containers shall not be placed for pickup at appointed locations prior to 6:00 PM on the evening prior to scheduled trash or recycling pick up. Trash and recycling material to be placed for pickup must be in appropriate metal or hard plastic containers manufactured for trash and recycling purposes only. All trash containers must have lids. Trash cans and recycling bins must be stored in the garage, in a shed, inside a completely enclosed privacy fence, or in the back plane against the house out of sight by the end of the day of pickup.



EXHIBITS

Exhibit A. Exterior Modification Application

Exhibit B. Exterior Modification Application Checklist

**Potomac Station Community Association, Inc.
Exterior Modification Application**

APPLICANT INFORMATION:

Applicant's (Owner's) Name: _____
Address of Proposed Change: _____ Lot #: _____
Home Phone: _____ Work or Other Phone: _____ Email: _____
Has an application for this modification been submitted previously? _____ If yes, date of prior application: _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Design Guidelines for specific submittal requirements for the proposed change.
2. Submit one copy of a completed application form, drawings, and all other required documents to:
Potomac Station Community Association, Inc.
102 Valemount Terrace
Leesburg, VA 20176
OR by Email to: zaina.brown@pmpbiz.com
Applications must be received by the close of business the Friday prior to each Covenants Committee meeting to be considered for review.
3. The following alterations, without limitations, require a house location survey, boundary survey or ALTA/ACSM survey performed by a surveyor licensed in the Commonwealth of Virginia to be included indicating the location of the proposed change and that clearly show the boundaries of the applicant's property in relation to the location of such proposed modification: Deck, Fence, Landscaping, Patio, Pool, Recreation/Play Equipment, Satellite Dish, Screened Porch, Shed, and all Other Major Alterations.
4. Do not commence construction or work prior to obtaining Covenants Committee Approval.

EXTERIOR MODIFICATION INFORMATION:

TYPE OF PROPOSED CHANGE: (Please submit a separate application for each type of change.)

- DECK FENCE LANDSCAPING PATIO RECREATION / PLAY EQUIPMENT EXTERIOR DOOR
 SCREENED PORCH SHED EXTERIOR COLOR CHANGE EXTERIOR LIGHTING
 OTHER _____

BRIEF DESCRIPTION OF PROPOSED CHANGE: (Please consult attached chart for a listing of required submissions based on proposed change type.)

ESTIMATED START AND COMPLETION DATES:

Start Date: _____ Completion Date: _____ (All work must be completed within twelve (12) months of Covenants Committee notice of project approval.)

APPLICANT ACKNOWLEDGEMENT:

1. By signing this Application, the applicant agrees to abide by the terms and instructions stated in this application and the Design Guidelines. Applicants are responsible for ensuring that all exterior modifications are located within their property boundary lines. Applicants must notify the Association in writing within 24 hours after the modification is completed so that the Association can inspect the modification for compliance. If it appears, from the Association's visual inspection, that the modification may deviate from the location shown on the Application and related documentation (and, therefore, constitute a possible architectural violation), the applicant agrees to provide the Association an as-built ALTA/ACSM survey, prepared by a surveyor licensed in the Commonwealth of Virginia, showing the modification in relation to the applicant's property boundary lines, within 30 days of the Association's request for such survey and such other information and document requested. Failure to provide the as-built survey and required other information and documents within the above time frame constitutes a violation of the Association governing documents.
2. I agree that compliance with the Design Guidelines and approval by the CC do not constitute compliance with county building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction. Applicant remains responsible for obtaining all necessary Loudoun County and Town of Leesburg approvals and permits, including building permits
3. I agree that changes will not commence until I have received written approval of the Covenants Committee, and that if changes are made, I will return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
4. I understand that Covenants Committee members and Association management representatives are authorized to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry does not constitute a trespass.
5. I understand that the authority granted to make the proposed changes is revoked automatically if the changes requested are not completed within 12 months of the Covenants Committee notice of project approval.

HOMEOWNER'S SIGNATURE: _____ **DATE:** _____
HOMEOWNER'S SIGNATURE: _____ **DATE:** _____

**Potomac Station Community Association, Inc.
Exterior Modification Application Requirements**

Proposed Change	Certified Plat - 1	Architectural Drawings (Presenting all Dimensions - 2)	Dimensions at Completion or Full Growth	Description of Materials / Plant Life	Descriptions or Samples of Colors	Photographs or Sample Illustration	Description and Dimensions of Other Items in Yard	Description of Impacts of Surrounding Drainage
Deck	X	X	X	X	X	X		X
Fence	X	X	X	X	X	X		X
Landscaping	X	X	X	X	X	X	X	X
Patio	X	X	X	X	X	X		X
Recreation / Play Equipment	X	X	X	X	X	X	X	X
Screened Porch	X	X	X	X	X	X		X
Shed	X	X	X	X	X	X	X	X
Exterior Color Change					X	X		
Exterior Door					X	X		
Exterior Lighting		X		X	X	X		
Other	X	X	X	X	X	X	X	X

1 - Certified Plat: When you bought your home, a house location survey was included with your closing documents. Plats are certified by a county official. Proposed change must be drawn on a copy of the plat and should be drawn to scale.

2 - Please provide drawings of a bird's eye/top view, face/front view and side view.

HELPFUL HINT: When required items are missing, the approval process is delayed. Your application may be "tabled" or "denied" and sent back to you. You may then add in the required items and resubmit. The application will be reviewed at the next Covenants Committee meeting.

When you're happy, we're happy. So please follow the Design Guidelines and send us an application that is complete. Thanks!