

**ARCHITECTURAL STANDARDS & PROCEDURES  
KEENE MILL VILLAGE IV HOMEOWNERS ASSOCIATION**

As of July 1, 1990, Homeowners Association disclosure packages must be part of papers presented to the buyer at time of closing. In addition to any money owed to the Homeowners Association, architectural violations are cited. Revised: June 1, 2006. Below are the current rules used to ascertain homeowners' compliance to the Covenants.

**1. PURPOSE**

- a. The procedures and guidelines developed by the Architectural Committee are written to maintain and enhance the exterior appearance of the association's grounds and buildings, to maintain the "Williamsburg" style, and to provide a procedure for homeowners to make exterior changes, additions, or deletions to the grounds and buildings.

**2. COVERAGE**

- a. All homeowners and residents of Keene Mill Village IV are responsible for adhering to the procedures and guidelines governing exterior architectural changes.
- b. All exterior changes, additions or deletions to the side, front, and rear of the house and the surrounding grounds and buildings must meet architectural standards. All exterior changes must have prior approval by the Architectural Committee. This includes, but is not limited to, painting, storm doors, sheds, lattice, decks, replacement lighting, additional lighting, house numbering, lawn ornaments, landscaping, fences, walk repairs, and window replacement.
- c. Approval by the Architectural Committee is limited to approval of the exterior appearance. The Committee will not judge nor warrant the safety of any exterior change. Required building and other Fairfax County permits are the responsibility of the homeowner. The following will determine what is/is not permitted. All changes must be reviewed and approved before changes are made to the property.

**3. EXCEPTIONS**

- a. Specific exceptions to number 2-b include:
  - i. roofing materials conforming with the existing design and color
  - ii. exterior siding conforming with the existing design and color
  - iii. material changes to the backyard if enclosed,
  - iv. paint if same color,
  - v. plant material less than 3' tall.

**4. PROCEDURE FOR APPROVAL**

- a. Material changes must be petitioned by the homeowner at least 14 days prior to the scheduled project start date. All material changes must be approved by the Committee before work may begin.
- b. All material changes approved by the Architectural Committee must be completed within 90 days after the project start date.
- c. If a petition for change submitted by the homeowner to the Architectural Committee is not acted upon by an approval/disapproval/request for more information within 14 days, then approval is deemed to be granted to the homeowner's petition. Such approval does not relieve the homeowner from compliance with the established guidelines and procedures.
- d. Homeowners are responsible for compliance with all local, state, and Federal rules and regulations. Any required permits are the responsibility of the homeowner.
- e. If the Committee disapproves a petition for material change, the petitioner may appear before the Committee to present additional evidence to support the petition.

5. COMMON AREAS

- a. Planting, additions, installations or other changes to the common areas are prohibited without prior written permission by the Homeowners Board of Directors.

6. EFFECTIVE DATE

- a. All exterior changes and uses of common property which meet the guidelines established in the ARCHITECTURAL STANDARDS section and which occurred prior to April 1, 1985 shall be deemed approved by the Architectural Committee. All material changes after April 1, 1985 must have prior approval by the Committee.

7. NOTES

- a. These guidelines are not absolute and irreversible dictates. However, the Architectural Committee feels that the closer these guidelines are adhered to, the more harmonious and aesthetically pleasing the community will be. The Committee is open to other ideas and suggestions and will review projects not covered by these guidelines on a case by case basis. The Committee reserves the right to amend or revise these guidelines as necessary.

8. ARCHITECTURAL STANDARDS (GUIDELINES)

- a. These standards were updated May 1, 2004 to help clarify and reinforce original rules set forth in the Covenants and By-Laws and also to define some rules from the same documents that were too vague to abide by or to enforce.
- b. These standards were updated June 1, 2006 to add information about shutters, mailboxes and the restriction of front/side window air conditioners (change approved at May 31, 2006 Board Meeting).

**ADDITIONS** – Are not allowed.

**AIR CONDITIONERS** – Window air conditioners on the front or side of the house are not permitted. Window air conditioners are permitted in the rear. Window air conditioners must be free of rust and properly installed and maintained.

**AWNINGS** – Are not permitted.

**CHILD SWINGS AND SWING SETS** - Are permitted only in the rear of your property. Swing sets must be of a material that will not rust. Approval required for all swing set installations.

**CHIMNEYS** – Must be enclosed with red brick or aluminum siding that matches the home's exterior. Chimneys must have a chimney cap.

**CLOTHESLINES** – Clotheslines or any exterior drying of clothes is prohibited.

**COMMON AREAS** – Common areas consist of any open space, wooded area or forest edge that is not on homeowner property. This includes land beyond the homeowner's fence, unless it falls on his or her property. Planting, clearing, trimming or landscaping of any kind in the common areas is prohibited. Using common area for storage, including for storing trashcans, recycling bins or firewood is not permitted. Installation of benches, planters, potted plants or any children's play equipment is not permitted. If a homeowner desires to organize a beautification project of any common area, he or she must seek and be granted prior approval by the Board of Directors. An Architectural Request Form with complete, detailed plan for the area may be used for this purpose.

**DECKS** – All deck plans, (ground level or otherwise) must be submitted to the Architectural Committee for review before installation. Proof of building permit is required. See FENCES & DECKS for more information.

**DOORMATS** – One door mat per house is allowed. More than one mat is prohibited. Carpeting or rugs are not to be used as doormats.

**DORMERS/ADDITIONS** – Are not allowed.

**FENCES & DECKS** – Fence additions shall be permitted in the rear and sides. All fences and decks shall be of wood construction and no more than two different types of wood fencing material may be used by a townhome unit. Construction must be of pressure-treated, light-colored natural wood (Pine, Spruce). Only clear or light natural-colored stain or sealer will be used. Alternate board construction 6' high, with each vertical board of ½" x 4" capped with ½" x 4" board. All fences must be constructed along property line and must be level. Chain-link and other wire fencing are specifically prohibited. Gates shall be located so that they open onto common area without trespassing on the private property of a neighbor. The gate should be approximately forty-eight inches (48) in width and constructed of the same material as the fence. Fences shall not extend forward of the front building line of the dwelling on the Lot upon which any such fence is erected. An Architectural Request Form is required before any fence may be erected. Because of the nature of this architectural change, this form requests neighbor signatures. Enclosed and/or screen decks are not permitted.

**HOSES, TOOLS, LADDERS, RAKES, SHOVELS, GARDENING EQUIPMENT, ETC.** — must be stored in such a way to maintain a neat appearance. Hoses should be coiled or stored in a box, ladders must be in the rear yard. Other tools (rakes, brooms, shovels, etc.) should be stored neatly in the rear or in a shed or in another storage device (such as a box or a bench).

**HOUSE NUMBERS** – House numbers shall be displayed by black or brass numerals 3" high on a light background and must be visible from the street. Black numerals on a light background are recommended, as they have better visibility than the brass ones.

#### **LANDSCAPING –**

**GENERAL MAINTENANCE** – Each homeowner is responsible for the upkeep and maintenance of trees, grass, shrubs, and plant material on their property. Trees, grass, shrubs and other plant material should be regularly maintained and cut to enhance the appearance of the neighborhood. All dead landscaping must be completely removed. Any stumps and roots must also be removed. Removal of any tree or shrub larger than 2' must be approved.

**FRONT/REAR YARD TREE REMOVAL** - Trees (any tree on the Homeowner lot) that are removed should be removed entirely (stump included), and replaced with the same kind of tree. (Many front yards may have a flowering cherry tree.) You must get approval before you remove and plant a new tree.

**MATERIALS USED** – All materials used for all exterior changes (material or otherwise) shall consist of brick, stone, wood, or plant material. Plastic, metal or non-natural colored edging is not permitted.

**GARDENS** – Edible vegetation is not permitted in the front of any unit. Vegetable gardening in the rear or enclosed side yard of homes must be kept in a neat manner and pests must be controlled. Should vegetables grow above three feet (3') in height, there must be a fence or hedging obscuring the view of the vegetables from surrounding properties at ground level.

**LANDSCAPING ELEMENTS** – Brightly-colored materials, white marble, white or colored rocks, chips or stones and colored/tinted mulch are prohibited. Any landscaping element except for small plants and natural-colored shredded mulch must be approved. Synthetic or carpet-like materials e.g., Astroturf, indoor-outdoor carpet are prohibited.

**EDGING/BORDERS** – Must be made of natural material (wood, stone, brick) and must be natural in color. Plastic, metal, vinyl or synthetic materials are prohibited.

**COMMON AREAS** – See **COMMON AREAS** section.

**LATTICE** – All lattice installations must be submitted for approval by the Architectural Committee. Lattice must be maintained and replaced or repaired as required. Lattice should be made of wood and sealed/stained with a clear or neutral wood-colored sealer or stain. Painted, plastic, white or colored lattice is not permitted.

**LAWN ORNAMENTS/EXTERIOR DECORATIVE OBJECTS** –

**FLAGS** — Approval is not necessary to display a flag. Each homeowner is permitted to display one flag. The flag may be a large flag if mounted properly on the house (on a removable flagpole attached to front of house or pillar at an incline) or one small (less than 3' tall) ground flag.

**ORNAMENTS/OBJECTS** – Lawn Ornaments and exterior decorative objects in, on or around the front of the house or front and side of end units are prohibited. This includes, but is not limited to: wagon wheels, non-seasonal potted plants or planters, sculptures, fountains, lawn/walkway/garden lights, tiki torches, statuaries, welcome signs, name plaques, weather vanes, permanent hanging plants, permanent potted plants/planters, fake flowers, birdbaths, birdhouses, more than one set of chimes and windmills.

**HOLIDAY DECORATIONS** — Holiday decorations are allowed during holiday seasons only and should be put up no more than 30 days prior to the holiday and taken down no more than 30 days after the holiday has ended. Additional flags are permitted around July 4<sup>th</sup>, Veteran's Day or similar holidays.

**EXCEPTIONS** — Original Architectural Guidelines state that "Lawn ornaments are prohibited," but due to popular demand, the board has created an exceptions list. Exceptions to the list of prohibited items include:

- One set of small (less than 24") chimes (hanging from the house or porch, but not from the tree or from a free-standing post).
- Not more than four seasonal potted plants or hanging baskets with live plant material (empty pots/planters or those with dead plant should be removed).
- One flag (see FLAG above).
- One door or house ornament (wreath, sign, etc.). Note: if the door ornament is for a particular holiday, it should be removed after the season has passed.
- One doormat.
- Any item not covered in the guidelines that has been submitted to the HOA Architectural Committee for review and has been approved.

**LIGHTING** – Front replacement lights (Located by the front door of each unit) shall be glass framed in brass or black metal, as to maintain the Williamsburg appearance of the neighborhood. Rear light replacement glass globes approximately 3 ½ " in diameter and 5" wide are permitted. All exterior lighting (i.e. landscape, security, etc.) must fall within property limits. Lighting that is directed off site is prohibited. Lawn, walkway or garden lights are prohibited in front and side yards.

**MAILBOXES** – Replacement mailboxes must be of the same shape, style, appearance and color (standard black metal boxes) as current mailboxes. Flag must be red. Numbers must be gold and similar to the existing mailbox numbers. Though not officially supplied by the HOA, the HOA (as of 6/06) does have a few sets of extra numbers available for community use.

**PAINTING** – Aluminum, concrete and brick exteriors will not be painted. All storm/screen doors are to be painted the same color as the front door, trim or siding of each unit. All trim, shutters and front doors must be semi-gloss or other durable, for outdoor-use paints and shall be in accordance with the Williamsburg color scheme of the community. Trim must be existing neutral color (ivory, beige, tan) and should not be painted a

color. Any paint color that differs from the existing color must be approved—please attach a paint sample with your Architectural Request Form. A specific color list is in development, please contact the HOA for updates.

**PARTY FENCES OR EXTENTION OF EXISTING PARTY FENCE** – In addition to meeting the other requirements of these restrictions and the restrictions stated in this document, any Owner proposing to modify, make additions to or rebuild in any manner which requires the extension or other alteration of any party fence shall first obtain the written consent of the adjoining Owner(s), and submit this consent as a part of their Architectural Request.

The Owner constructing, replacing or extending a fence may not require that adjoining Owner(s) pay for the fence, but it is reasonable that they make such a request. (Note: standard practice in this neighborhood has tended to be that the neighbors split the cost of the shared section.) In the event of a dispute between Owners with respect to the repair or rebuilding of a party fence, the matter shall be submitted to the Board of Directors or its designated committee, who shall decide the dispute. The decision of the Board of Directors or its designated committee shall be final and conclusive upon the parties.

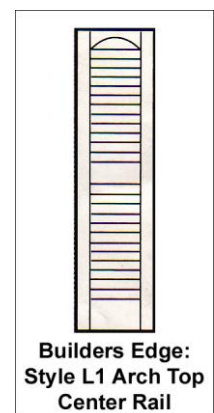
**PORCHES** – Porches should be free of clutter (including, but not limited to: empty pots, loose tools, bikes, sporting equipment, debris, trash, trashcans, recycling bins, etc.) and porch railings and banisters must be painted to match the neutral-colored trim of the house. Porch floors may be painted, but all painting must be approved. Only light, neutral colors will be approved. Porches may not be painted a color.

**SATELLITE DISHES** – Should be mounted in the rear of house or rear yard except if signal reception is poor. The dish should not be visible from the front of the house. Wiring must meet code and be concealed as much as possible. Placement of dish must be tightly secured and effort made to minimize visual impact. Any satellite dish larger than 39” diameter is prohibited. Approval is not required to install the dish in the rear of house or rear yard, but the KMV Board does request that you send a letter of notification regarding the installation. If Homeowner cannot receive a clear signal in the rear of the house or rear yard, an Architectural Request Form must be submitted for installation on a different part of the property and approved.

**SECURITY DOORS** – Not permitted.

**SHEDS** – All shed installations must be submitted for approval by the Architectural Committee and request forms should include pre-approval by owners on both sides of the lot. All storage sheds shall be in the rear of the townhouse and the rear yard shall be enclosed or otherwise not visible to adjoining townhouse residents at ground level. Sheds must be of neutral color and of a material that will not rust. Town home sheds will only be approved for rear yards and only if the yard is completely fenced in compliance with HOA criteria. No more than 1 shed will be approved per lot. Total area footprint shall not exceed 10% of available rear yard measured inside property lines. Shed removals must include footprint restoration with sod.

**SHUTTERS** – Shutter color must be in accordance with the Williamsburg color scheme of the community. Shutter style must match what is used in the community (louvered, rectangular, without cutouts: see image to the right for a sample). A home’s shutters must be uniform in color and appearance. Shutters must be of proper size (generally, the height of the window). Shutters may be painted, but it is highly recommended that a paint sample be submitted to the Architectural Committee for approval, regardless of how close the paint is to the original color. (See the PAINTING section for details.) Plastic colored shutters may also be installed. It is not required that you use these, but Home Depot’s line of Builders Edge shutters offers an easy way to choose an approved style and acceptable colors. Should you opt for this line of shutters, the style used in the community is Style L1 Arch Top Center Rail and the following colors fall within the community color scheme: Black, Federal Brown, Musket Brown, Midnight Green, Burgundy Red and Bordeaux. Home Depot provides free color chips if you are unsure if their colors match your shutters. If you would like to replace shutters with a color different than your existing color, you must submit an Architectural Request Form before



you purchase/install the shutters. Note: Not all colors are approved for all houses. It is recommended that you supply an Architectural Request Form if you are unsure about shutter color/replacement.

**SIDEWALKS/WALKWAYS/STEPS** – Homeowners must maintain the section of sidewalk that leads up to the home. This includes maintenance of the steps and railings. Wrought iron railings should be painted black and be free of rust.

**TRASH & RECYCLING** – Trash or recycling containers shall not be kept on the front or side yard or front porch, or on the upper deck of any Lot. They must only be stored in the lower rear or the Lot, screen as much as possible from public view. Trash must be stored inside the unit or within fenced-in property in proper containers, as defined by county code, of non-corrosive material with tight fitting lids, and be vermin proof and waterproof. Trash containers and recycling bins shall not be permitted to be put out for pickup earlier than 5:00 pm the evening prior to pickup and shall not remain in public view except on the days of trash collection. (As of April 1, 2004 the trash days are Monday and Thursday and the recycling is also picked up on Thursday.) Trash cans and recycling bins may not block sidewalks, parking spaces, mailboxes, fire hydrants or driving areas. Trash cans and recycling bins must be placed curb-side on the pavement, not on the grass. Trash is required to be in cans; plastic bags are not permitted except for bagging leaves, grass clippings or other yard waste, in which case a clear plastic bag is required so that the recycling company can see that it needs to be recycled.

**WALKWAYS & SIDEWALKS** – Concrete walkways between the sidewalk and the residence are to be maintained by the homeowner. Common sidewalk repair is the responsibility of the Homeowners Association; any deficiencies should be reported to them. Walkways to the house must be cement/concrete and may not have more than one “welcome” type mat. Walkways may not be carpeted, painted or modified with any design.

**WINDOWS –**

**SCREENS** – must be properly installed and maintained.

**SHUTTERS** – see **SHUTTERS** section.

**WINDOW AIR CONDITIONERS** – see **AIR CONDITIONERS** section.

**WINDOW GRIDS/MULLIONS** – if present in any windows, they must be properly installed and maintained on all windows. Note: all window grids may be removed to conform to this guideline.

# Architectural Request Form (KMOV4)

Please mail to: KMOV4 c/o National Realty Partners • 365 Herndon Parkway, Suite 111, Herndon, VA 20170  
Or fax to: 703-464-5812 • Questions? Call: 703-435-3800

Name:

Address:

Phone:

Date:

## Exterior House Accessory Changes

Check each item to be changed:  Porch light  Railing  Windows  Other

Describe/Attach diagram, drawing or photo:

## Major Landscaping Projects

Check each item to be changed:  General landscaping  Tree/bush removal  Other

Describe/Attach diagram or drawing (If tree or bush removal, please indicate your plans for filling the space):

## External House Paint or Roofing

Check each item to be changed:  Siding  Trim  Shutters  Door  Roofing  Other

Describe/Attach roof or paint sample:

## Decks/Patios/Porches

Check each item to be changed:  Deck  Patio  Porch  Other

Dimensions:

Material or type of wood:

Constructed by:

Describe/Attach drawing:

## Fences or Sheds

Check each item to be added/changed:  Fence  Shed  Other minor construction:

Dimensions:

Type of wood or building material:

Fence type (Per the Architectural Guidelines, construction must be of pressure-treated, light-colored natural wood (Pine, Spruce). Only clear or light natural-colored stain or sealer will be used. Alternate board construction 6' high,

with each vertical board of 1/2" x 4" capped with 1/2" x 4" board.):

**Constructed/Installed by:**

**Describe/Attach drawing of fence or shed location:**

Please Sign:

I/We the owner(s) requesting the improvements, alteration, or change, understand and agree that I/we will be responsible for the costs of any maintenance, repair, or replacement of all or any part of such improvement, alteration, or change, if approved, and understand and agree that the Association will not be responsible for such maintenance, repair, replacement or costs thereof.

Owner/Signature: \_\_\_\_\_

Owner/Signature: \_\_\_\_\_

Application submitted date: \_\_\_\_\_

**If the requested architectural change impacts your neighbors, it is strongly encouraged to obtain their permission before you submit this request. Signatures are required for fence or deck construction and for tree removal.**

Neighbor/Signature & Address: \_\_\_\_\_

Neighbor/Signature & Address: \_\_\_\_\_

Approvals:

Date and decision of Architectural Committee:

Date reviewed: \_\_\_\_\_,  Approved  Disapproved  Other (See comments)

Approving signature(s): \_\_\_\_\_

Approving signature(s): \_\_\_\_\_

Comments / Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice:** the homeowner is responsible for compliance with all county and/or city permit requirements. Architectural Committee approval does not supersede municipal permit requirements, but may in some cases be required prior to obtaining a permit.

Material changes must be petitioned by the homeowner at least 14 days prior to the scheduled project start date. All material changes must be approved by the Committee before work may begin. If a petition for change submitted by the homeowner to the Architectural Committee is not acted upon by an approval/disapproval/request for more information within 14 days, then approval is deemed to be granted to the homeowner's petition. Such approval does not relieve the homeowner from compliance with the established guidelines and procedures. All material changes approved by the Architectural Committee must be completed within 90 days after the project start date.