

**ARCHITECTURAL STANDARDS & PROCEDURES
KEENE MILL VILLAGE IV (KMV IV)
HOMEOWNERS ASSOCIATION (HOA)**

As of July 1, 1990, Homeowners Association disclosure packages must be part of the papers presented to the buyer at time of closing. The package will include a statement of any money owed the KMV IV Homeowner Association, along with any outstanding architectural violations that have been cited. Revised on June 1, 2014. Below are the current rules used to ascertain homeowners' compliance with the Covenants.

1. PURPOSE - 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 of trim, storm doors, sheds, lattice, decks, replacement lighting, additional lighting, house numbering, lawn ornaments, landscaping, fences, gates, walk repairs, door and window replacement, roof replacement, siding and vehicle charging stations.
- 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 identify what is/is not permitted. All changes must be reviewed and approved before changes are made to the property.

3. EXCEPTIONS -- Specific exceptions to number 2-b above include:

- i. Roofing materials conforming with the existing design and color
- ii. Exterior siding and shutters conforming to 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. **All material changes must be approved by the Architectural Committee before work may begin.** Material changes **must be petitioned by the homeowner** at least 14 calendar days prior to the scheduled project start date. The Architectural Committee, upon receipt of a completed Architectural Request Form, has 14 days to complete the review, make a determination regarding the Architectural Request, and notify the Homeowner of the decision.
- b. 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 calendar 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.
- c. All material changes approved by the Architectural Committee must be completed within 90 days after the project start date unless an extension is granted.
- d. Homeowners are responsible for compliance with all local, state, and Federal rules and regulations. **Required building and other Fairfax County 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 -- 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 -- All exterior changes and uses of common property which meet the guidelines established in the ARCHITECTURAL STANDARDS (GUIDELINES) section and which occurred prior to April 1, 1985 shall be deemed approved by the Architectural Committee.

7. NOTES -- 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).
- c. These standards were updated April 1, 2012 to address issues regarding painting and other elements that were not clearly stated.
- d. These standards were updated June 1, 2014 to address issues regarding lawn ornaments and to add the issue of electric vehicle charging stations.

ADDITIONS – Are prohibited by KMV IV.

AIR CONDITIONERS - Window air conditioners are permitted in the rear of the home. Window air conditioners on the front or side of the house must be portable and approved by the Architectural Committee. 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 (backyard) of the property. Architectural Committee approval is required for all swing set installations.

CHIMNEYS - Must be enclosed with red brick or 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 property line. 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 Association's Board of Directors. An Architectural Request Form with a complete, detailed plan for the area may be used to submit the proposal to the Architectural Committee for forwarding to the Board of Directors.

DECKS - All deck plans, (ground level or otherwise) must be submitted to the Architectural Committee for review and approval before installation. 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 prohibited.

FENCES & DECKS - Fence additions shall be permitted in the rear and on the 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 prohibited. Gates shall be located so that they open onto the 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 or deck may be erected, or replaced. Because of the nature of this architectural change, this form provides for requesting 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, to emergency services, 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. Trees must be maintained (shape and size) within the perimeter of the owner's property. All dead landscaping/plant material must be completely removed. Any stumps and roots must also be removed. Removal of any tree or shrub larger than 3' in height must be approved.

FRONT/REAR YARD TREE REMOVAL -- Trees (any tree on the Homeowner lot) that are removed should be removed entirely (stump included). You must get approval before you remove and plant a new tree. The tree

removal site must be restored by seeding with grass or other suitable ground cover, if a new tree is not planted.

MATERIALS USED - All materials used for all exterior changes (material or otherwise) shall consist of brick, stone, wood, or plant material.

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., indoor-outdoor carpet are prohibited.

EDGING/BORDERS –Should be made of natural colored materials.

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 - Each homeowner is permitted to display one flag on the front of the house. 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 - An Architectural Request application for approval must be submitted to and be reviewed by the Architectural Committee prior to the installation or erection of any oversized exterior decorative objects, natural or man-made. Oversized decorative objects are defined as any object exceeding 12 inches in height and 12 inches in either width or depth. Oversized decorative objects will be considered based on their size, color, scale, location, compatibility with architectural and environmental design qualities and their visual impact of adjoining lots.

Residents may have no more than a total of 12 smaller exterior objects that do not require a prior application for approval to be submitted to the Architectural Committee but must remain in good condition and repair. Smaller walkway

lights would be counted in your total of 12 allotted and are restricted to white lights only.

HOLIDAY DECORATIONS - Holiday decorations are allowed during holiday seasons only. Decorations, to include lights, 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 4th, Veteran's Day or similar holidays.

LIGHTING – Replacement front 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 3.5 " 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.

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. Homeowners are responsible if replacement becomes necessary.

PAINTING - Aluminum, concrete and brick exteriors will not be painted. All storm/screen doors are to be the same color as the front door, trim or siding of the 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 any other color. Any paint color that differs from the existing color must be approved – please attach a paint sample with your Architectural Request Form.

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.)

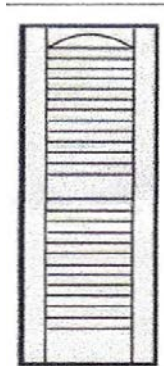
PORCHES - Porches should be free of clutter (including, but not limited to: empty pots, loose tools, bikes, sporting equipment, debris, trash, trashcans, recycling bins, etc.) and porch railings and banisters must be painted to match the neutral-colored trim of the house. Porch floors may be painted,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

SATELLITE DISHES - Should be mounted in the rear of the house or rear yard except if signal reception is poor. The dish should not be visible from the front of the house. Wiring should be concealed as much as possible. Effort should be 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 the house or rear yard, but the KMV IV Homeowner Association Board of Directors does request that you send a letter of notification regarding the installation. If the Homeowner cannot receive a clear signal in the rear of the house or rear yard, an Architectural Request Form must be submitted and approved for installation on a different part of the property.

SECURITY DOORS – Are not permitted.

SHEDS - All shed installations must be submitted for approval by the Architectural Committee. All storage sheds shall be in the rear of the townhouse. Sheds must be of neutral color, of a material that will not rust, and not more than 8 feet in height. Townhome sheds will only be approved for rear yards. No more than 1 shed will be approved per lot. Total area footprint shall not exceed 25% 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 below 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 LI 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 submit an Architectural Request Form if you are unsure about shutter color/replacement.

STEPS/SIDEWALKS/WALKWAYS - 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 be stored in the lower rear of the Lot, screened 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 Fairfax 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 June 2014 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.

VEHICLE (AUTOMOTIVE) CHARGING STATION - Proposed vehicle charging station installation must be requested using the Architectural Request Form and be approved by the Architectural Committee/Board of Directors. **Fairfax County permits are the responsibility of the homeowner.** Charging stations must be within the confines of the homeowner's property lines and not on common areas. Cords used for charging must not impede sidewalk traffic, or otherwise present a trip hazard to pedestrians.

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. Walkways may not be carpeted, painted or modified.

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.