

**SHADOWBROOK COMMUNITY ASSOCIATION, INC.**  
**POLICY RESOLUTION NO. 2013-01**  
**ARCHITECTURAL PROCEDURES AND GUIDELINES**

**A. AUTHORITY**

**WHEREAS**, the Declaration of Shadowbrook Community Association (Shadowbrook) requires and authorizes the Board of Directors (BODs) to appoint an Architectural Review Committee (ARC), Article VI, Section 2, Exhibit A, Declaration of Covenants, Conditions and Restrictions, signed 24 April 1991; and

**WHEREAS**, the BODs has appointed the membership of an ARC pursuant to the documents; and

**WHEREAS**, Article VI, Section 6.2-4, charges the ARC with certain duties; and

**WHEREAS**, the ARC is charged with the duty to regulate the external design and appearance of the Property and improvements thereon in such a manner as to preserve and enhance property values, to ensure harmony with utility systems, and to ensure a harmonious relationship among the improvements on the lots and the natural vegetation and topography, Article VI, Section 5; and

**WHEREAS**, the ARC is required to adopt architectural standards subject to the confirmation of the BODs; and

**WHEREAS**, the ARC is obligated to adopt procedures for the exercise of its duties and enter them in an official procedures book. Article VI, Section 3 provides that upon approval by the ARC of any plans and specifications submitted pursuant to the provisions of Article VI of the Covenants, a copy of such plans and specifications, as approved, shall be deposited among the permanent records of the ARC and a copy of such plans and specifications bearing such approval, in writing, shall be returned to the applicant submitting the same; and

**WHEREAS**, the ARC has promulgated architectural standards and procedures as required by the Declaration of Covenants, Conditions and Restrictions.

**NOW, THEREFORE, BE IT KNOWN THAT** the following standards and procedures are adopted by the ARC subject to the noted approval of the BODs.

**B. BACKGROUND**

1. The attractiveness of the Shadowbrook community depends largely on the aesthetic qualities and appearances of its houses and grounds. Ensuring Shadowbrook remains an attractive and desirable community in which to live should be an especially high priority for Homeowners who are concerned about enhancing property values for resale. The ARC is responsible for ensuring the appearance and aesthetics of the community are preserved. Specifically, the Committee ensures any alterations or

additions to a property and the general repair of houses and grounds within the community will continue to present an attractive, integrated appearance.

2. At the July 2013 ARC quarterly meeting, an updated version of the architectural guidelines that had been adopted by the ARC was forwarded to the BOD for approval. These procedures and guidelines are provided as a supplement to the Covenants which each Homeowner received at settlement. The intent of these guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions which he may contemplate for his property.
3. The ARC Guideline format remains divided into three sections: front of the house (includes side of end units), rear of the house and roof.

### C. POLICY

1. **Introduction.** This document places limitations on the exterior changes Homeowners can make to their property. The Covenants, a legal document binding on all Homeowners, is provided to each Homeowner at settlement. Every Homeowner is encouraged to read this document and to refer to it before beginning any exterior changes. Exterior changes, except as noted in paragraphs 5.a. through 5.g. below, must be approved in writing.
2. **General Considerations.**
  - a. Shadowbrook Homeowners, tenants, families and guests (hereinafter Homeowners) are entitled to use the common areas and grounds. However, no individual Homeowner may convert any portion of common areas and grounds for personal or exclusive use. Homeowners may not plant gardens, store firewood or drive vehicles on the common areas and grounds. Everything in Shadowbrook that is not a private lot is considered common areas and grounds.
  - b. For houses that are rental properties, it is the Homeowner's responsibility to ensure the tenants are made aware of these guidelines and abide by them.
  - c. Homeowners may not cause drainage problems to their yards, their neighbor's yards, and/or to the common areas and grounds.
  - d. Every attempt will be made to retain the houses in their original design and style, color and type of construction. However, as new and improved construction materials become available, some of which may be superior to the products originally used in construction, Homeowners are encouraged to bring these new materials to the attention of the ARC for consideration. One example is replacement of old aluminum siding with more modern vinyl siding. New composite materials for decks must meet Fairfax County and Commonwealth of Virginia construction and safety codes.
  - e. In the case of a house sale, it is the responsibility of the contract seller to request a Resale Package from the Community Association's Property Management Company at least 14 days prior to the expected date of contracting for sale. The 14 days begin after a written request and full payment for the Resale Packet is received by the Property Management Company. The new owner is responsible for all maintenance

violations that are reported after the legal transfer of property. The fact that a particular pre-existing violation or condition was not noted on an ARC inspection does not relieve a new owner of the responsibility to correct the violation when it is subsequently reported.

**3. Prohibited Practices.** The general appearance and aesthetics of the townhouses and property within the community are important to owners and tenants alike. Regular repair and maintenance are necessary for the community to remain a desirable place to live. To help keep the community beautiful, the following actions/practices are prohibited:

- a. Poor condition of house exterior such as worn, cracked and peeling paint, and trim needing repair, painting, cleaning of excessive mildew, dirt, etc.
- b. Exterior paint colors that are inconsistent with the approved color schemes of the community. Only the following are approved colors for Shadowbrook community houses\*:

(1) Door and shutter colors

Reds

Old Colonial Red (#225 McCormick)

Farmhouse Red (DU0003948 Duron)

Greens

Georgetown Green (#220 McCormick)

Foxhall Green (DU0003978 Duron)

Blues

Benjamin Moore Slate Blue (#1648)

(2) Trim colors

Super White (#100 McCormick)

Amber White (DU0003922 Duron)

Wheat (#108 McCormick)

Brush Gray (Duron) or Mount Vernon Gray (#443 McCormick)

\* None of these paint colors is pre-mixed. All of them must be mixed at a paint store.

- c. Damaged, dented, misaligned and broken shutters, doors, storm doors, garage doors, mullions (i.e., window grids), and trim.
- d. Loose, broken or damaged gutters and down spouts.
- e. Dead or poorly maintained trees, shrubs or plants and grass.
- f. Sidewalks and steps which are cracked, in disrepair or have been modified without approval of the ARC.

- g. Unsightly yards including grass in excess of six inches in height. (Items cannot be stored outside except in an enclosed rear yard. Garden hoses must be rolled up neatly near the house foundation or exterior water fixture.)
  - h. Placing trash containers, trash bags and recycling bins at the curb prior to 5:00 p.m. on the evening before pickup; leaving trash containers and recycling bins at the curb after 7:00 p.m. on the evening of pickup.  
**NOTE:** All trash placed on the curb for pickup must be secured in trash containers or heavy-duty bags which can be secured in such a manner as to prevent spillage, opening in foul weather or animal access. Recyclables must be placed in the recycle bin provided by the trash contractor. Branches and twigs must be tied in small bundles. Leaves and grass clippings must be securely bagged.
  - i. Leaving exposed trash containers in the front yard. All trash cans and containers must be kept in the enclosed rear yard or within the residence, out of the view of passersby.
  - j. Broken fences and/or gates.
  - k. Exterior antenna except satellite dishes which may only be visible from the front of the house when such placement is required to provide an acceptable quality signal or to prevent unreasonable expense or delay.
  - l. Loose telephone and TV cables and wires.
  - m. Clotheslines or clothes-hanging device; other than those approved in paragraph 4.b.12. below.
  - n. Air conditioning units installed in windows or built into existing walls.
  - o. Allowing vines/vegetation to climb up or protrude on the exterior of fences, or to climb or grow up the exterior of buildings and walls.
4. **Design Guidelines.** Townhouse color schemes must be retained. The ARC must approve all changes to the original color scheme. Additionally, the front of all houses (and sides of end units) must remain clear of unused toys, scooters and bikes, storage cans, trash containers and recycle bins, et al.
- a. **Front of House (and side of end unit)**
    - (1) **Siding.** Aluminum siding may be replaced with vinyl siding and should be similar to the original style. Any change in color must be approved in writing by the ARC. Homeowners must submit color samples and include information on colors of neighboring houses.
    - (2) **Wood Trim.** All wood trim above and below the windows must remain in place. If replacement is needed due to deterioration, replacement materials and design should be of similar style to the original trim. Wood trim may be covered with aluminum or vinyl colored to match the approved trim color(s), or it may be replaced with new long-life composite wood materials, provided they are colored to match the approved trim color(s). On brick fronts and sides, any wood

trim may also be covered with aluminum or vinyl colored or replaced with new long-life composite wood materials, to match other trim color(s).

- (3) **Shutters.** If shutters were installed as part of the original design, they must remain in place.
- (4) **Door Trim.** The wood trim above and beside the front door must remain in place. If replacement is needed due to deterioration, replacement materials should be of similar style to the original trim. Wood may be covered with aluminum or vinyl colored to match the approved trim color(s), or it may be replaced with new long-life composite wood materials, provided they are colored to match the approved trim color(s).
- (5) **Windows.** Windows shall be kept in good condition and free of defects, and remain similar in size and as close to the original styles as possible.
- (6) **Window Treatments and Blinds.** Any and all window treatments, including window coverings and mullions (i.e., window grids), must be kept in good condition and free of defects, especially those which can be seen from the outside. For example, window blinds with twisted or bent panels which can be seen from outside, must be replaced. Window coverings visible from outside the house must be comparable to the community color schemes. If a homeowner or tenant has any question about comparability, he/she should contact the Shadowbrook ARC for guidance.  

Windows may have mullions (i.e., window grids) that present a colonial look. Mullions must either be of a faux nature (i.e., attached on the inside of the window) or be permanently fixed between the panes of the window. When viewed from outside the house, mullions must be white. Tape applied to windows to present a mullion appearance is prohibited. All windows on any side of a house must project the same appearance with respect to mullions. This means that all windows on any side of the house must either have mullions or not have mullions (i.e., all-in or all-out).
- (7) **Front Door.** All front doors must be steel or solid wood and of the original design and style. Any standard deadbolt lock, peephole, electric doorbell or standard doorknocker may be installed. A brass, bronze, nickel, and/or brushed nickel kick plate may be installed.
- (8) **Storm Door.** The storm door on the front of the house may be full glass or full glass with a bottom kick panel. The door may also have side etchings in the glass. Screens that are integrated as part of the storm door are permitted (i.e., a self-storing storm door). The storm door and its associated trim shall match either the house trim or front door color. Variations due to manufacturing techniques necessitated by non-standard doorframes must be approved by the ARC.
- (9) **Gutters and Downspouts.** Gutters and downspouts should be colored to match the trim or of neutral white and kept free of leaves and debris.
- (10) **Front Door/Garage Lamps.** Wall mounted front exterior lamps shall be polished, antique brass or black and similar in shape and style to the original colonial design. All lamps shall be installed at the original mounted location. The total

length of the lamp shall not exceed 16 inches. The lamp may be equipped with a light sensor.

- (11) **House Numbers.** Either brass or black Arabic numerals are permitted on the front of the house. Replacements must be the same size and similar design as the original numbers with the location remaining as originally installed. House numbers must not be significantly obscured when viewed from the street. If there is any question, the ARC must be notified for a determination. Local police authorities have advised that black house numbers are generally easier for police and emergency response personnel to rapidly read and identify.
- (12) **Sidewalks, Stoops and Porches.** All must be kept in good repair. Holes and gaps under stoops, porches and walkways must be promptly filled in order to prevent collapse. For safety purposes, stoop and contiguous steps may be enlarged up to 12 inches in width and one tread in depth. The extension must be made of concrete to match the existing installation and be of professional quality workmanship.
- (13) **Railings.** Railing material should be wrought iron, aluminum, or material similar in appearance and durability and painted black. Railings may be placed on either side of the stoop and steps or on both sides. Railings may be installed on the outside edge of the stoop and steps for safety and space reasons following ARC approval.
- (14) **Yard Lamps/Lighting.** Homeowners are responsible for the maintenance of any front pole lamps including replacement of bulbs and sensors. Lamps must remain black in color and be of the same size and design as the original. Long life bulbs may be used. Installation of new lamp posts requires prior approval by the ARC. Exterior decorative ground lighting may be installed if low voltage fixtures are used.
- (15) **Landscaping.** Edging material used in front yard flowerbeds and around front yard trees may be brick, landscaping timbers, landscaping stones, concrete landscaping blocks, scalloped concrete blocks, or black or dark green professional edging only if materials were originally designed for such use. Edging must be installed so that the tubular top is firmly in contact with the ground. Railway ties are not to be used as yard trim. Landscape timbers may be used on severe slopes to terrace landscape and prevent erosion. Plans for any trim exceeding a height of 8 inches (two bricks height) require ARC approval. All yard landscaping trim must be kept neat and orderly. All trees and shrubs must be kept neatly trimmed and not obstruct driveways, sidewalks and walkways or encroach on or over a neighbor's lot. Dead trees, stumps, and shrubs are to be removed.
- (16) **Grass and Yards.** The front and side yards are to remain as grass, grass and plant beds, and/or artificial turf/synthetic grass. Use of artificial turf/synthetic grass must first be requested of and approved by the ARC, and it must be installed by a licensed installer (license copy must accompany the modification proposal). The front yards of all townhouses must have some type of ground cover and be well maintained. Alternate plans to landscape and terracing must be submitted for

approval to the ARC. All landscape designs must be retained inside some form of border.

- (17) **Yard/Holiday Decorations.** The following yard decorations may be displayed without prior approval by the ARC: Two (2) decorations such as ceramic animals; iron/metal decorations not over 12" x 12" and 12" tall; door wreaths; one (1) rod iron hanging basket stand and basket; one (1) flag if attached to the house; potted plants/flowers on stoops, stairs, neatly lining driveway (not on sidewalks); and two (2) hanging flower baskets in trees. If decoration is not listed here, approval by the ARC will be on a case-by-case basis.

Holiday decorations may be sectarian in nature, but shall not be displayed more than 30 days prior to or 30 days past the holiday. All other decorations must be non-sectarian in nature.

Decorations not allowed, which include but are not limited to, such representative items as bird baths, bird houses, wagon wheels, pinwheels, faded flags in garden beds, and/or any items that do not complement the original color scheme. As previously stated, the ARC is responsible for ensuring the appearance and aesthetics of the Community are preserved in a manner to present an attractive appearance.

Standing and pole flags are not permitted in front yards. A flag may be displayed from a staff projecting horizontally or at an angle from the doorframe.

- (18) **Exhaust Ports.** Bathroom and laundry vents and exhaust ports may be screened to keep out small birds and animals. There is a possible fire hazard if screen holes are too small and traps lint and debris; therefore, the screening should periodically be cleaned of lint and debris. Screening must be installed with galvanized screws and washers. Vent covers must also be colored to match siding or trim.
- (19) **Garage Doors.** Garage doors must be maintained in good condition. Garage door panels must be uniform in size, firmly in place, and painted to match the house trim. Replacement garage doors must be similar in style to the original design. Replacement garage doors may have translucent glass in the upper row of panels. In such cases, all upper row panels across the entire door width must have such glass. If a specific design or etching is desired, then it must have ARC approval. Existing garage doors may not be modified to accommodate such glass panels.
- (20) **Driveways/Parking Spaces.** Driveways/parking spaces must be kept clean and free of oil and fuel stains, trash, toys and bikes.

#### **b. Rear of House**

- (1) **Fences.** Fences must be constructed using the board-on-board design (see Figure 1) of pressure treated vertical slats and posts. Fences must match the height and board width of the side fences originally installed by the builder to a maximum height of six (6) feet and posts and boards capped as originally designed (see Figure 2).

Figure 1

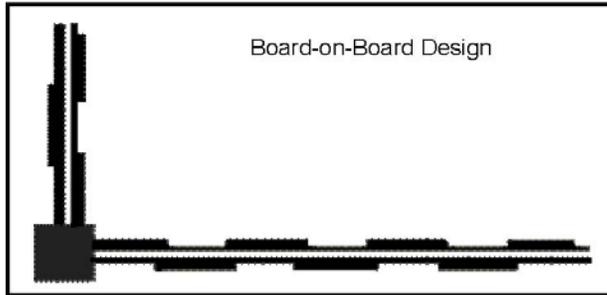


Figure 2



Fences shall not be painted. They shall only be stained with natural, clear, semi-transparent or opaque preservatives. Such stains may be in light wood, oak, pine, redwood or cedar shades as a preservative.

Fences may be constructed only in rear yards and shall not extend, for end units, past the rear building restriction line. Fences must not create drainage problems for the house's yard, adjoining neighbor's yards, or common areas and grounds.

Gates must be constructed with a round top or a straight top design, of the same height as the fence, and be of the same material as the fence. End unit houses may install the gate on the side section of the fence. No double gates or top pieces, such as a trellis over the gate, are allowed.

- (2) **Elevated Decks and Privacy Screens.** Elevated decks may be installed on the rear of a house and may extend across the entire width of the house minus a six (6) inch offset on both sides. The deck may not extend closer than three (3) feet to the property line. Pressurized treated wood must be used for construction and must conform to Fairfax County codes. Newer composite material may be used provided they meet all Fairfax County and Commonwealth of Virginia building and safety codes. Decks shall not be painted. They shall only be stained with natural, clear, semi-transparent, or opaque preservatives. Such stains may be in light wood, oak, pine, redwood, or cedar shades as a preservative. No drainage problems may be created for the house's yard, adjoining neighbor's yards, or common grounds.

Plans submitted for decks must be accompanied by plats for the lot. If a deck does not already exist, access from the house should be described in detail showing the style of the door to be installed.

Privacy screens may be added to either side of elevated decks. The screen must be made of pressure-treated lattice of any style framed by pressure-treated wood. Newer composite material may be used. The screen may not exceed past the rear edge of the deck. The privacy screen must not exceed a height of eight (8) feet from the deck floor. Lattice screens are recommended under low decks to conceal bare ground.

- (3) **Awnings and Deck Covers.** The installation of awnings over windows and doors is prohibited. Awnings over rear decks and patio covers will be considered on an individual case-by-case basis by the ARC. Patio umbrellas up to eight (8) feet in diameter are permitted. Prefabricated and temporary deck canopies are

authorized for outside eating and special occasions. At no time will canopies be permanently erected.

- (4) **Deck Stairs.** Stairways must remain within the property lot lines and should be constructed from the same materials as those of the deck. Newer composite material may be used provided they meet all County and State building and safety codes. The stairways must have handrails and be of a similar design and stain as the deck. The following design measurements are to be followed:
  - (a) Stair risers should not exceed a maximum height of 8½ inches.
  - (b) Stair treads should have a maximum depth of 24 inches.
  - (c) Stair width will not exceed four (4) feet.
- (5) **Rear Patios.** Ground level patios may be built of poured concrete, brick, stone, commercial paving tiles, pressure treated wood, or composite materials. Drainage must not adversely affect the house lot, neighbors' yards, or common grounds. Patios must be designed to prevent animal infestation under the patio area if raised above the ground.
- (6) **Rear Patio Enclosure.** A patio enclosure is defined as a ground-level add-on structure permanently attached to the townhouse, and it is not normally intended for year-round use. ARC approval must be obtained before requesting the requisite Fairfax County building permit. Final ARC approval is contingent on Fairfax County approval of the plans and issuance of the building permit. The patio enclosure must be constructed to the rear of the townhouse and must be rectangular or square, not less than eight (8) feet nor larger than 14 feet in depth. The enclosure must not wrap around the townhouse and must cover the existing sliding glass door, be built on a concrete slab, and its overall height may not exceed one story. The enclosure must not be connected to the central air conditioning or heating systems of the primary structure.
- (7) **Sheds and Storage Units.** Sheds must be a closed structure and shall not exceed a maximum height of 7.5 feet on the sides and up to 8.5 feet at the highest point of the roof eave, above its foundation, which must be as close to the ground-level as possible, topography considered. Sheds may be constructed of wood or composite material, and their sides stained so as to match or nearly match the fence (shed doors, windows, and trim may be painted a color so as to not significantly contrast with the stain – white is preferable). Shed roofs must be shingled to match those of the house. Sheds may be of a plastic commercial-type material (i.e. Rubbermaid, Black and Decker, etc.). If a commercial plastic shed is erected, it must be of a neutral color (i.e.; grey, pale white) so as not to clash with the color scheme of the house. Vinyl and treated (galvanized) metal sheds are allowed provided the material will not rust and can be painted to match the house trim or siding. Sheds must be mounted on a foundation, which allows proper drainage under and around the structure. Storage sheds must be properly maintained by the owner so as not to present an unsightly appearance. Sheds must have a door.

- (8) **Shutters.** Shutters are not allowed on the rear windows or doors.
- (9) **Doors.** Patio sliding doors may be upgraded to full glass "French" style doors with or without grids. If a rear window is converted to a single door for access to a deck, it must be the full glass style. Sliding door screens are optional, but must be in good working order if installed.
- (10) **Window Air Conditioners and Fans.** **Window** or wall unit air conditioners and fans are prohibited since each townhouse is built with central air conditioning. Central air conditioning units are only to be placed in the rear yard of the property, preferably under an existing deck.
- (11) **Satellite Dishes, Exterior Antennae, and Cable.** Satellite dishes may not exceed one meter (~39 inches) in diameter and should be placed on the rear of the house or deck as inconspicuously as possible. Wiring should also be placed as inconspicuously as possible and professionally attached to the house. All efforts shall be made so the dish is not visible from the front of the house. Satellite dishes may only be visible from the front of the house when such placement is required to provide an acceptable quality signal or to prevent unreasonable expense or delay.

No exterior antennas shall be erected on any house or lot.

Professionally installed cable must enter the lot and house as inconspicuously as possible and never from the front. All cables and wires used for television, telephone or other hookups must be installed pursuant to federal, state and county laws and regulations. They must be securely fastened to the main structure of the house. They may not enter or exit the house from windows, doors, roof ridge vents, or soffit vents.

- (12) **Exterior Clotheslines.** **Exterior** clotheslines and clothes drying apparatus are only permitted within an enclosed yard and must not be visible above the rear fence. Exterior clotheslines and other clothes drying apparatus are not allowed on elevated decks.
- (13) **Firewood.** **Firewood** may only be stored within the fence line, shall not be visible above the fence, and shall not create any drainage problems. Firewood piles must be maintained free of rodents, wild animals, insects and vegetation.
- (14) **Exterior Rear Lighting.** **Light** fixtures attached to the rear of the house shall be of similar configuration as those on the front of the house and may use sensors. Exterior ground lighting may be installed in the rear yard if low voltage fixtures are used. Rear yard floodlights are permitted only if the house backs to a heavily wooded area. Only low voltage lights may be mounted on elevated decks with the fixtures facing downward to prevent intrusion on neighbors.
- (15) **Play Equipment.** Play equipment such as children's swings, slides, and playhouses are acceptable, provided that such equipment is located directly behind the house and in a fence-enclosed yard. Play equipment must be maintained in good condition and in such a manner so as not to create a safety hazard or unsightly appearance. Play equipment must not exceed 10 feet in total height. Private play equipment shall not be installed on common grounds.

- (16) **Hot Tubs and Pools.** Hot tubs and small kiddie pools may be installed provided they are located directly behind the house and in a fence-enclosed yard. When draining a hot tub or kiddie pool, care must be taken to ensure all used water is drained directly into the storm drain or out to a wooded area behind the house. At no time will pool or hot tub water be drained or allowed to drain into a neighbor's yard.

**c. Roof**

- (1) **Shingles.** The color may be changed only with prior approval from the ARC to ensure coordination with other roofs in the neighborhood. Replacement shingles should be of similar materials as originally used. Full replacement roofs may be of a better material and must match the neighborhood color scheme.
- (2) **Chimneys.** Upon written approval from the ARC, Homeowners may install freestanding fireplaces provided the chimney serving such fireplace is installed, attached to the rear wall of the house, and is visible from the front of the house only to the extent it extends above the ridge line of the roof. The chimney or flue shall extend above the ridgeline to approximately the same height as adjoining houses' chimneys. In all cases the flue enclosures must be constructed of siding that exactly matches the siding of the house in texture and color. Installation must meet all current federal, state, and local codes. Chimneys must be maintained with the cap ends being repainted as needed due to rust, etc. Bird screens made of small gauge wire may be installed.
- (3) **Roof Exhaust Fans.** Both electrical and turbine wind driven exhaust fans are permitted, but must only be installed on the rear slope of the roof and must not extend above the peak of the roof. Ridge roof vents may be installed for ventilation.
- (4) **Skylights/Light Tubes.** Skylights and light tubes are permitted, but they must be professionally installed to all Fairfax County building codes.

**5. Approval Procedures.**

- a. If general maintenance and repair is being done that does not alter the design or materials used in the original structure, no approval are required. **When in doubt, submit an application to the ARC.** Some examples not necessarily requiring approval are:
- (1) Replacement roof of the same type, design, and color as the original.
- (2) Replacement shutters of the same size, design, color as the originals.
- (3) Replacement fence sections or gate in the same type, design, and wood.
- (4) Replacement of the deck of the same type, design, and materials as originally constructed.
- (5) Replacement of windows with more energy efficient windows. Replacement windows shall have mullions (i.e., window grids) pre-installed between the panes. Residents on Wadebrook and Hickory Glen Way may install a single window without the mullions if there are no mullions in the rest of the windows,

but if all windows are being replaced, then the windows shall have mullions pre-installed between the panes.

- (6) Total replacement of damaged or old aluminum siding with vinyl siding of the same color as the approved color scheme.
  - (7) Landscaping as defined in paragraph 4.a.15 above.
- b.** Applications for ARC approval of exterior modifications should follow the steps below:
- (1) **Step 1:** The Homeowner shall complete the Shadowbrook Community Association Application for Exterior Modification Form available from the web site or the Property Management Company. Only **written requests** will be considered.
  - (2) **Step 2:** Send the completed application with sufficiently detailed drawings and specifications of the project to the ARC through the Property Management Company. A copy of the house location plat shall be attached. The plan should be drawn to scale neatly with full dimensions and details clearly labeled as much as possible. Any request for color changes must be accompanied by color samples. A time clock of "60-days maximum" to review the proposal begins upon receipt by the ARC or the Property Management Company for the ARC of a complete application package.
  - (3) **Step 3:** The Chairperson of the ARC will review the application for completeness. If all of the necessary documentation is not received, the ARC Chairperson will return the package to the requestor through the Property Management Company with a request for the required information. If the package is considered complete, the ARC will review the request, to include a visual inspection of the property.
  - (4) **Step 4:** ARC members will review all requests, and either approve as submitted, suggest changes to the plans to adhere to ARC Guidelines, or disapprove the request. The applicant will receive written notification of a final decision through the Property Management Company. (NOTE: The ARC will make every attempt to view the requesting Homeowner's request in an objective and positive manner.)  
  
If the applicant desires to modify the plans or specifications for architectural changes during construction, a revised application **must** be submitted to the ARC through the Property Management Company. The ARC will review the revised application and reply through the Property Management Company.
  - (5) **Step 5:** If the application is approved, the approval will remain valid for six (6) months from the date the applicant receives official notification of ARC approval. The proposed project must be completed within 12 months of the six month expiration date. Upon completion of the proposed project, the Homeowner must notify the ARC and the Property Management Company, and the ARC will conduct an inspection to determine compliance with the approved plan. If the project is in compliance, a Certificate of Compliance will be issued to the

Homeowner. If the project is not in compliance with the approved plan and specifications, a notice requiring corrective action will be issued.

If the application is disapproved, the ARC will respond in writing through the Property Management Company. The ARC may make suggestions for modifying the application to make it acceptable. The Property Management Company will notify the applicant. The applicant may appeal the decision of the ARC in writing to the Homeowners' Association BOD through the Property Management Company within 30 days of receipt of the disapproval and request to be on the agenda for the next available quarterly meeting of the BOD. The BOD, after hearing an appeal, may reverse or modify the decision of the ARC by a 2/3 vote of those Directors present and voting at a meeting at which a quorum is present.

Further, in accordance with the Covenants, in the event the ARC fails to approve or disapprove any complete project submission with plans and specifications pursuant to the provisions of Article VI of the Covenants within 60 days after such plans and specifications (and all other materials and information required by the ARC) have been submitted to the ARC in writing, then approval will be assumed as granted and no further approval action will be required. However, ARC inspection and certification of the project is still required. Additionally, the absence of ARC approval/disapproval in the Homeowners Association files will assume existing projects were approved and the existing structure may be grandfathered unless the project and/or structure are in violation of these guidelines, good order and rule, and approved color schemes.

#### **6. Compliance and Enforcement.**

- a.** These ARC Guidelines are part of the Shadowbrook Community Association's Rules and Regulations, and as such, all Homeowners are responsible for compliance. Therefore, in accordance with Articles V and VI of the Covenants and these Guidelines, failure to comply with these Guidelines or written notices of non-compliance, within established timelines, may result in assessment and lien against the property owner(s).
- b.** Notwithstanding the published procedures of Articles V and VI of the Covenants, and other Association rules and regulations, all reported architectural violations will be confirmed by a site inspection by the ARC. The owner will then be contacted by written notification through the Property Management Company as soon as possible concerning the ARC findings, either confirming or rejecting the violation. If the violation is confirmed, the owner will be notified by the Property Management Company. Upon notification of violation by the ARC, the owner will have 30 days to correct the violation. The owner may, however, request a hearing before the ARC to discuss the violation and possible remediation. If a hearing before the ARC is requested, the ARC will notify through the Property Management Company the owner by certified mail of the time and place of the hearing. If after a hearing the ARC substantiates the violation, the owner will have 15 days to begin corrective action and 30 days to complete corrective action or provisions of Article VI of the Covenants will control. If the owner fails to respond within 14 days to the ARC

notification of hearing, the ARC may refer the case to the BODs with a recommendation for legal action.

**D. REVISION AND MODIFICATION, TERMINATION AND EXTENSION, AND EFFECTIVE DATE**

1. These guidelines are subject to annual review and update as required by the ARC and BOD and may be revised as needed in accordance with the Shadowbrook Community Association and its Homeowners. Requests for modification may be submitted at any time in writing by any member of the Shadowbrook Community Association for ARC review and BODs approval.
2. This document shall only be terminated upon 2/3rds vote of the Shadowbrook Community Association or approval of subsequent Guidelines.

## SHADOWBROOK ARC PROCEDURES AND GUIDELINES

These procedures and guidelines were adopted by the ARC this 23<sup>rd</sup> day of October 2013.

ARCHITECTURAL REVIEW COMMITTEE

By: \_\_\_\_\_  
Mr. Dan Hupfer, Chairperson, ARC

WITNESS: \_\_\_\_\_

These procedures and guidelines proposed by the ARC, which supersedes Policy Resolution No. 2005-01; Procedures and Guidelines, Architectural Review Committee (ARC); 14 September 2005, are hereby approved and confirmed by the BOD of Shadowbrook Community Association this 23<sup>rd</sup> day of October 2013.

BOARD OF DIRECTORS

SHADOWBROOK COMMUNITY ASSOCIATION

By: \_\_\_\_\_  
Mr. Tim Stern, President

ATTEST: \_\_\_\_\_

These procedures and guidelines shall become effective 30 days following the date attested hereto by the President of the Association.

I hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the BODs of the Shadowbrook Community Association this 23<sup>rd</sup> day of October 2013.

BOARD OF DIRECTORS

Attached:

1. Application for External Modification
2. ARC Approval/Disapproval Form
3. ARC Inspection and Certification Form
4. House Exterior Terminology Guide
5. House Paint Color Plattens

Attachment 1  
**SHADOWBROOK COMMUNITY ASSOCIATION  
 APPLICATION FOR EXTERIOR MODIFICATION**

**APPLICANT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS OF PROPOSED CHANGE:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_ **LOT NUMBER:** \_\_\_\_\_

**FIRST SUBMITTAL:** YES  NO  **RESUBMITTAL:** YES  NO

**INSTRUCTIONS TO APPLICANT:**

1. Consult the Covenants (Article VI of Declarations) and Architectural (ARC) Procedures and Guidelines for specific requirements regarding proposed changes.
2. For each request, submit an application form, drawings, and other required documents in duplicate to the ARC through:

**Cardinal Management Group / ATTN: Management Assistant  
 4330 Prince William Parkway, Suite 201 / Woodbridge, VA 22192**

3. All alterations, except paint changes and storm doors/windows, require a house location survey indicating the location of the proposed changes. Describe proposed changes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Obtain signatures of BOTH adjoining property owners (only one signature required for end-unit townhouses).

Name	Lot Number or Address	I acknowledge that I have no objection to the proposed change

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

5. I understand that:
  - a. Compliance with ARC Guidelines and ARC approval does not constitute compliance with Fairfax County building and zoning codes. ARC approval shall not be construed as a waiver to, or modification of, any code restrictions.
  - b. I may not commence the proposed modification until I receive written approval from the ARC.
  - c. If I initiate any modifications without ARC approval or prior to ARC approval, I may be required to return the property to its former condition, and pay any and all associated costs, including, but not limited to construction costs, legal fees, permit fees, etc.
  - d. After notifying me, I agree that members of the ARC shall be allowed to enter upon my property for the purpose of inspecting the proposed change, change in progress, or completed project and that such entry shall not constitute a trespass.
  - e. Approval to commence the proposed modification will automatically expire unless the project is started within six (6) months of the ARC approval date, and must be completed within 12 months thereafter.

6. I agree that I am responsible for any damage which I and/or my contractor(s) make to any common areas. I understand that heavy machinery and vehicles are not to be driven on the common areas to access my property. I further understand that the disposal of excess building materials, dirt, grass, etc. in common areas or wooded areas is prohibited.

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Attachment 2  
**SHADOWBROOK COMMUNITY ASSOCIATION  
ARCHITECTURAL APPROVAL/DISAPPROVAL FORM**

\_\_\_\_\_  
**(Date)**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FROM:** Shadowbrook Community Association ARC

**SUBJECT:** Application for Exterior Modification

Your request for exterior modification, to wit,

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

- Is  **APPROVED**  
 **APPROVED (with provisions – see remarks)**  
 **DISAPPROVED (see remarks)**

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**(Signature of Current Chair)**

\_\_\_\_\_  
**(Name of Current Chair) Chairperson, ARC**

\_\_\_\_\_  
**(Date)**

Attachment 3  
**SHADOWBROOK COMMUNITY ASSOCIATION  
ARCHITECTURAL INSPECTION AND CERTIFICATION FORM**

\_\_\_\_\_  
**(Date)**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FROM:** Shadowbrook Community Association ARC

**SUBJECT:** Inspection and Certification of Project

Your exterior modification, to wit,

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

Is  **IN COMPLIANCE WITH THE APPROVED PLAN**  
 **NOT IN COMPLIANCE WITH THE APPROVED PLAN (see remarks)**

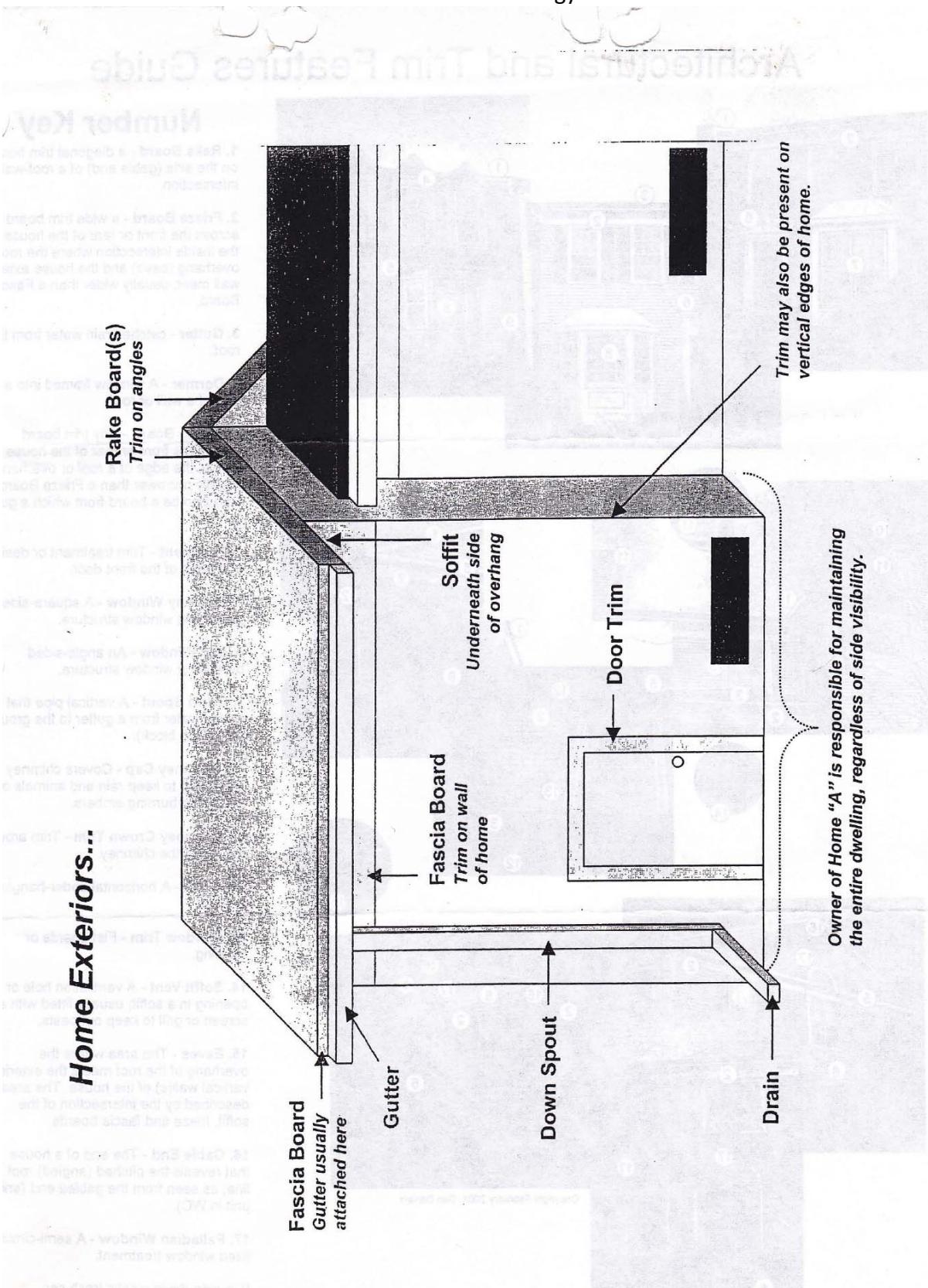
**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**(Signature of Current Chair)**

\_\_\_\_\_  
**(Name of Current Chair) Chairperson, ARC**

\_\_\_\_\_  
**(Date)**

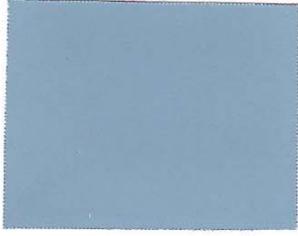
Attachment 4  
House Exterior Terminology Guide



Attachment 5  
House Paint Color Plattens  
Duron

<b>EXCLUSIVE</b> <i>Accents</i>		<b>DURON</b>
One Coat White		High Hiding White
Black		Hearthstone
Foxhall Green 		Redwood
Forest Green		Farm House Red 
Georgetown Green		Old Colonial Red

House Paint Color Plattens  
McCormick

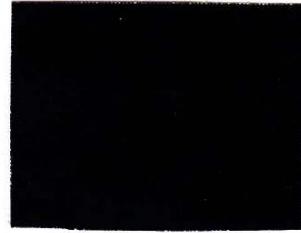


Benjamin Moore   
Slate Blue  
(#1648)

McCormick   
Super White  
(#100)  
Sample color not available



McCormick   
Wheat  
(#108)



McCormick   
Georgetown Green  
(#220)



McCormick   
Old Colonial Red  
(#225)



McCormick   
Mount Vernon Grey  
(#443)