

**LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE GUIDELINES
(Revised July 2014)**

Article VI, Section 2, of the Community Association Declaration of Covenants Conditions and Restrictions established the presence of an Architectural Control Committee (hereafter referred to as the Architectural Review Committee (ARC)).

These guidelines are not intended to supersede the covenants but to enunciate the consensus of the committee as representatives of the community on interpreting the covenants for application to specific requests under the provisions of Article VI. The ARC's goal is to establish standards that are in keeping with the architectural design of the community which will assure the appreciation of our Lenox Place at Sunnyside property. The primary function of the ARC is to preserve the aesthetic quality of Lenox Place at Sunnyside. In fulfilling this responsibility, the ARC and/or the management company in accordance with guidelines prescribed will perform the following functions:

- a. The ARC will evaluate and approve or deny applications for the construction of any building, structure, alteration, addition or improvements of any character (other than interior alterations not affecting the external appearance of a building or structure) upon any portion of Lenox Place at Sunnyside.
- b. The management company takes required notification and corrective action in the event dwellings are not maintained consistent with these guidelines or in the event of violations of the rules prescribed in Article VI.
- c. The management company conducts a periodic audit of the maintenance of the residences to include fences, improvements, and grounds.
- d. The management company arranges for the periodic dissemination of information to our community.
- e. The ARC will meet once a month, or as needed, to review applications submitted by homeowners, and will make every effort to notify the management company of approval/disapproval within 30 days of receipt of a completed Exterior Project Form (EPF) and all supporting samples. The current Bylaws allow a 60 day period from receipt by the ARC.
- f. The management company sends EPF approval/disapproval via email to the homeowner and copies the ARC Liaison, Central Mailbox, and Board President.

A. Applications and Committee Approval

1. No building, structure, alteration, addition or improvements of any character (other than interior alterations not affecting external appearance) shall be constructed in or on any portion of Lenox Place at Sunnyside without prior approval by the ARC. A variance must be requested for any exterior addition, alteration, modification or change to existing dwelling or previously approved detailed structures. This includes, but is not limited to, decks, shutters, awnings, lighting, fences, greenhouses, storage sheds, doors, windows, exhaust fans, siding, roof replacements, or wall construction. Any exterior addition, alteration, modification or change to an existing building shall be compatible with the design character of the original building.
2. The ARC will consider for approval only written requests submitted on a fully completed Exterior Project Form. The original or electronic copy of the form will be submitted to the management company and the management company will forward a copy to the ARC Chairperson. The ARC reserves the right to request additional information considered relevant to their decision.

3. Any ARC approval is subject to the applicant receiving any building permit required by the City of Alexandria or other government body.
4. In as much as major alterations such as decks, storage sheds, fences, greenhouses, etc., represent a substantial undertaking both in terms of cost and advance planning, the ARC is authorized and encouraged to require individuals submitting major items to request conceptual approval for such items. Such a preliminary application should include as much information as practical but must include a site plan showing dimensions, elevations, relation to applicants dwelling, materials, etc. The final application in such cases should include duplicate documents to those submitted for a building permit and should also include a description of colors, materials, drawings, location and an estimated completion date.
5. Applications for minor items such as storm doors/windows, shutters, painting, and attic fans will not normally require preliminary, conceptual approval. Such items will usually receive final approval/disapproval at the initial committee review.
6. Approval or disapproval of applications by the Committee will be determined in order to conserve the aesthetic appearance of the development, and to prevent the erection of poorly designed or constructed improvements. Decisions by the Committee will be based on quality of workmanship and materials, harmony of external design with existing structures (and particularly with the design of any building to be altered), the location with respect to topography and other structures, the effect of the construction or alteration on the outlook from other property and any other factors which affect the desirability or suitability of the construction.
7. Requests that are disapproved may be appealed, in writing, to the Board of Directors.

B. General Architectural Guidelines

1. Use of any common ground for the storage or delivery of any construction materials or equipment to facilitate construction of an approved project is prohibited without advance written approval of the committee. Restoration of common grounds by the homeowner will always be a condition of approval.
2. It is the obligation of each current owner to maintain all additions alterations, modifications or changes, regardless of whether the current owner was the party requesting committee approval. Likewise, it is the obligation of each current owner to repair all damages which alter, change or modify the exterior appearance of the residence.
3. Exterior color(s) **may be** changed only with the **pre-approval** of the committee. Existing exterior colors and approved door colors are on file with the Management Company and the ARC. Areas that are painted may be repainted; areas that are stained may be re-stained; unpainted/unstained surfaces shall remain unpainted/unstained unless approved by the committee.

See Appendix C – ARC Replacement Specifications Summary for the list of approved paint colors.

4. Ornamental security doors and window guards have been previously approved by the committee. Other convertible storm/screen doors have been approved and will be considered on an individual basis by the committee upon receipt of a completed Exterior Project Form. Storm/screen doors must be the color of the front door, or house trim, or may be black. Wrought iron security doors and grills must be black. Crossbuck storm doors will not be approved.
5. No fence or wall will be approved if its installation will obstruct sight lines for vehicular traffic.
6. Satellite dishes may be erected with ARC approval. The committee reserves the right to direct where the antenna or satellite dish is installed, as long as the signal is not limited or restricted. Attic antennas do not

require committee approval; however, no external antenna wire may be exposed to front or entrance side of residence. Antenna wire at rear of house must be inconspicuously installed.

7. Roof mounted electrically powered attic fans may be installed with ARC approval. They must be installed on the rear slope of the roof, must not extend above the peak of the roof, and must be of a style/color that will blend with roof.
8. Applications for the construction and/or installation of additional or replacement exterior lighting fixtures will be considered by the committee on an individual basis. No exterior lighting shall be directed in such a manner as to create annoyance to neighbors.

C. Specific Prohibitions and Dwelling Maintenance Requirements.

1. In order to preserve the appearance of the community as a whole, each owner is required to properly maintain and repair the exterior of his or her dwelling. This requirement includes, but is not limited to, painting, repair or restoration of masonry, concrete and steps, repair or replacement of damaged or missing shutters, gutters, doors, windows, window panes, siding, roofs, and shingles.
2. No exterior clothesline or clothes hanging devices that extend above the fence shall be allowed on any lot.
3. Applications for window-mounted air conditioners will not be approved.
4. No sign of any kind larger than 1 square foot shall be displayed to the public view on a lot. An exception is made for one temporary sign of standard size and shape advertising properties for sale or rent. Owners wishing to display signs for security systems may do so.
5. No lot will be used as a dumping ground for rubbish. Garbage, trash, other waste must be placed in covered containers and shall not remain in public view except on days of trash collection. No such containers may be stored on mid-level balconies. Trash containers must be stored in the garage or the enclosed back yard area. Place your garbage in covered trash receptacles. They come in 2 sizes and are available from the city at no cost.
6. Pets will not be permitted on common areas unless accompanied by a responsible person and shall be registered, licensed, leashed and inoculated as required by law. It is the responsibility of the pet owner to "clean up" after pets being walked on common ground. Pet owners must comply with the pet waste signs installed throughout the community.
7. No noxious or offensive activity shall be carried on upon any portion of Lenox Place at Sunnyside nor shall anything be done that may be or become a nuisance or annoyance to the neighborhood.
8. No articles of personal property such as baby carriages, bicycles, firewood, etc., shall be deposited, allowed, or permitted to remain on common property. All such articles will be removed by the Association if, not removed by the homeowner when notified of non-compliance.
9. Awnings detract from the aesthetic qualities of the community and will not be approved.
10. No flag poles will be installed in-ground. No more than two flags may be displayed. If these flags are not state/national flags, i.e., decorative flags, they must be in good taste and must be harmonious with the rest of the neighborhood. Flags may not be larger than 3 feet by 5 feet and must be in good repair. Flags will not be displayed in a permanent nature and will not be displayed above the main floor.
11. Starburst window designs on garage doors in Zone 1 will no longer be approved. All replacement garage doors in zones 1 and 3 must have unobstructed, panel windows.

12. Mail slots in garage doors will be considered. Prior approval is required. Detailed sketch of plans must be submitted. No other mail drops or mail boxes will be approved.
13. Seasonal displays must be in good taste and harmonious with the rest of the neighborhood, and may not interfere with the comfort of neighbors. No display shall be erected more than 30 days before a holiday and must be removed no more than 30 days after the holiday. Door wreaths are permitted year-round.
14. House numbers shall be consistent with those currently on existing homes.
15. Windows and sliding doors can be replaced with matching types and must be approved by the ARC. Please refer to Appendix H – Replacement Window and Sliding Door Specifications.
16. Front yard fencing is not permitted.
17. Firewood may be stacked only within the fence area or out of public view.
18. No deck installation will be considered on the second level of any townhouse except in designated areas on Elbert Ave., previously approved by the City.
19. Grills and barbecues should be located inconspicuously within the enclosed back yard area.
20. Major changes to the existing front yard landscaping will be considered on an individual basis upon receipt of a completed Exterior Project Form and must have approval prior to the start of work.
21. Any play equipment for children should be located within the enclosed back yard area and must be below fence level.
22. Dog houses must be placed within the enclosed fenced in back yard. Dog houses may not be higher than the fence.

D. Procedures for Notification and Correction of Violations

1. Upon the reporting of a violation of Architectural rules, the management company will verify the violation.
2. When the complaint is verified, the management company shall deliver a letter by mail to the violator. The letter will request that the violation be remedied or removed within 30 days after receipt of the letter.
3. If not corrected within 30 days, a second standard format letter shall be delivered to the violator via certified mail. This letter will instruct the violator that unless the violation is remedied or otherwise satisfactorily resolved by written agreement adopted by the Committee within 10 days after receipt of the second letter, the matter will be turned over to the Board of Directors for further action. (The homeowner would be subject to a fine until the violation is corrected or resolved.)
4. An Architectural Review Committee decision regarding repairs and maintenance can be appealed by the homeowner to the Board of Directors. The written appeal must be made within 10 business days of notification to the owner.
5. If necessary, the Board of Directors shall, within 30 days of dispatch of the 2nd letter advising of the violation, send a certified letter indicating that unless the violation is remedied or otherwise satisfactorily resolved by written agreement adopted by the Board within 10 business days, the matter will be turned over to the Association's lawyer for resolution. This letter will indicate that the Association is empowered

to remedy the violation and to apply a lien on the property provided the owner does not pay for the repair plus legal fees, or to file suit in civil court to obtain an injunction requiring the homeowner to make the necessary repairs.

6. Action necessary to correct violations noted between October 31 and March 31 may, at the discretion of the Architectural Review Committee, be postponed until such time as weather permits those actions to be taken.