

GEORGETOWN SOUTH COMMUNITY COUNCIL, INC



ARCHITECTURAL and MAINTENANCE STANDARDS A Resource for Homeowners and Residents

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GEORGETOWN SOUTH COMMUNITY COUNCIL, INC.

MAINTENANCE STANDARDS AND RULES¹ HANDBOOK

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Policy

The Amendment to the Deeds of Dedication and Restatement of Georgetown South Covenants and Restrictions ("Amendment") established the basic authority of the Georgetown South Community Council, Inc., ("GTSCC") Board of Trustees² to preserve the GTSCC architectural design scheme. The Amendment also established an Architectural Review Committee ("ARC"), the purpose of which is to assist in that effort by reviewing and approving or disapproving applications for modifications, alterations and/or improvements to the lots and the dwellings thereon. The Amendment further authorized the Board of Directors to regulate and enforce the restrictive covenants and to approve, adopt and publish rules/regulations pertaining to individual lot maintenance/upkeep.

Article VI, Section 5 of the Amendment (*Rules and Regulations*) authorizes the ARC to propose, and the Board of Directors to review and approve, "rules and regulations regarding the form and content of plans and specifications to be submitted for approval...[and] to publish...[a] **statement of policy, standards [and] procedures**...relative to architectural styles or details...as it may consider necessary or appropriate.

This Handbook is that statement of policy, standards and procedures pertaining to architectural styles and details. This Handbook also publishes rules/regulations proposed by the ARC and approved by the Board of Trustees pertaining to individual lot and dwelling maintenance and upkeep. Compliance with the policy, standards and rules/regulations published in this Handbook is mandatory and enforceable pursuant to Va. Code § 55.1-1819.

Purpose of the Handbook

The purpose of this Handbook is to assist GTSCC residents and the Architectural Review Committee (ARC) in maintaining our Community's architectural standards and physical appearance. The preservation of the Community's original design scheme not only enhances the physical appearance of our Community, but also protects and preserves property values. Because of the Amendment and this Handbook, homeowners who reside in our Community are better protected from actions (or omissions) of neighbors that can detract from the physical appearance of the neighborhood and, in some cases, diminish property values. Preserving the property values of all individual lots in Georgetown South is in the economic self-interest of each lot owner, in that an attractive and well-maintained community has greater "curb appeal" and is thus more marketable. Individual lots can therefore command higher sale prices. Additionally, and on a more personal level, an attractive and well-maintained community also has a higher standard of living and is simply a more enjoyable environment in which to reside.

Objectives

The Standards in this Handbook serve to:

- Maintain consistency with Georgetown South's original design concept;
- Promote harmonious architectural and environmental design qualities and features; and,
- Promote and enhance the visual and aesthetic appearance of the community.

This Handbook explains specific design standards and rules that have been adopted by the GTSCC Board of Trustees. It also explains the application and review process that homeowners must follow when they are seeking approval for any exterior modifications or changes to their homes or lots.

We hope homeowners in Georgetown South find this Handbook to be a valuable reference source in preparing acceptable applications for review by the ARC. The standards and rules described in this Handbook pertain to improvements for which homeowners most commonly submit applications to the ARC. The standards and rules herein are not intended to be all-inclusive or exclusive, but rather to serve as a guide to what may be

² Trustees and Directors are used interchangeably in this document.

done. All homeowners are encouraged to familiarize themselves with its contents and to retain this Handbook for future use.

ROLES OF THE GEORGETOWN SOUTH COMMUNITY COUNCIL, BOARD OF TRUSTEES AND ARCHITECTURAL REVIEW COMMITTEE

Georgetown South Community Council - All homeowners in Georgetown South are automatically members of the GTSCC, which is a Virginia homeowners' association organized and operating pursuant to the *Virginia Property Owners' Association Act*. The GTSCC is also a Virginia non-stock corporation pursuant to the *Virginia Nonstock Corporation Act*. The GTSCC owns and is responsible for the upkeep and maintenance of all common area and the improvements thereon within the Georgetown South subdivision. The GTSCC is also responsible for the administration and enforcement of all covenants of record that pertain to and govern the use of the individual lots in the Community, including maintenance, design standards and restrictions.

Board of Trustees - The Board of Trustees is responsible for enforcing the restrictive covenants of record set forth in the Amendment and the approved and adopted standards and rules published in this Handbook. The Board shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the standards and rules set forth in this Handbook. The Board of Trustees may delegate any or all its responsibilities with respect to the architectural review process to the ARC (described below).

Architectural Review Committee (ARC) - The ARC will consist of three permanent, standing members who shall serve in those positions by virtue of their employment as GTSCC staff. The staff members who shall comprise the ARC are the Community Manager, the Office Manager and the member of the Maintenance staff responsible for lot inspections. The Board may, by resolution, appoint additional members to serve on the ARC and perform these duties. Any reference to the Board of Trustees in this Handbook with respect to the approval of design review applications shall also apply to the permanent, standing members of the ARC. If at any time a member of the GTSCC applies to volunteer as an ARC member, that volunteer will be added to the ARC and thereby replace one of the staff ARC members. Criteria for ARC membership are; (i) being a fee simple (title) owner of a lot in Georgetown South; (ii) being current on all HOA assessment obligations (sometimes referred to as "dues"); and, (iii) having no outstanding architectural or maintenance violations on their lot(s).

GENERAL DESIGN CRITERIA

The Board of Trustees regulates the external design, appearance and locations of the lots and improvements thereon, for the purpose of preserving and enhancing the property values and to maintain a harmonious relationship among structures and the natural vegetation and topography. The Board of Trustees specifically considers design compatibility, location and impact, scale, color and material, workmanship, and timing.

- **Design Compatibility** – As the name of our subdivision (Georgetown South) implies, the architectural design scheme intended by the developer of our community was for townhomes in the same or similar style as one finds in the Georgetown section of Washington, DC., albeit smaller in size. Any proposed modification contemplated by a lot owner must be compatible with the architectural characteristics of the Georgetown South style and of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, scale, use of color, materials, and design and construction detail. Townhomes are most sensitive to compatible color, style and streetscape.
- **Location and Impact** - The proposed improvement or modification must relate favorably to the landscape, the existing structure and the community. Disruption of the natural topography and/or changes in the rate or direction of storm water run-off must not adversely affect any property.

- Scale - The size and proportion of a proposed modification must be in appropriate relationship to adjacent structures and surroundings.
- Color and Impact - Continuity of design must be attained using the same or compatible materials and colors as those used in the original construction throughout the Community.
- Quality - The applicant must comply with all City of Manassas Code requirements and must secure all necessary permits prior to submitting the application to the ARC for consideration. Every ARC or Board of Trustee approval of an application is conditioned on the following requirements: that the work will be professionally performed in accordance with the highest standards of the construction industry; that the as-built modification or improvement shall conform in every respect with the application ; and that the finished work will be aesthetically acceptable and require only the normally expected maintenance. Should there be a question of professional quality, the applicant is responsible for all necessary corrections. The Board of Trustees shall be the final arbiter of workmanship.
- Timing - Timely completion of a project is necessary to minimize safety hazards and potential objectionable or nuisance situations. All applications must include estimated start and completion dates. The approval granted by the ARC or Board shall be revoked automatically if the alterations or improvements that were the subject of the application have not been completed within 180 days of the approval date of the application, or have not been completed by any alternate date specified by the Board of Trustees. Changes to an approved application must be the subject of an additional application and must be approved prior to the implementation of the change(s).

MAINTENANCE REQUIREMENTS

1. General Responsibility - The visual character and economic value of property in a community are affected by the quality of the buildings and grounds maintenance located therein. Property ownership includes the responsibility for maintenance of all buildings and grounds. Failure to comply with this responsibility is a violation of Article VI, Section 6 (1) (*Exterior Maintenance*), of the Amendment:

“Each Owner shall keep each Lot owned by him, and all improvements therein or thereon, including any fencing, in good order and repair and free of debris, including, but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all shrubbery, and the painting (and other appropriate external care and maintenance) of all structures and other improvements, all in a manner and with such frequency as is consistent with good property management. Except for flower gardens, shrubs, and trees, which shall be neatly maintained, all open areas shall be maintained in lawns or other materials as may approved by the Board of Trustees. All lawn areas shall be kept mowed and shall not be permitted to grow beyond a reasonable height (maximum of 6 inches). No tree, hedge or shrub planting shall be maintained in such a manner as to obstruct sight lines for vehicular traffic. In the event an Owner of any Lot in the community shall fail to maintain the Lot and the improvements situated thereon as provided in this Amendment and Restatement, and upon the approving vote of a majority of the Board of Trustees and after notice to the Owner, the Council shall have the right to enter upon the Lot to correct drainage and to repair, maintain and restore the Lot and the exterior of the buildings and any other improvements erected thereon, all at the expense of the Lot Owner. All costs related to such correction, repair or restoration shall become a lien upon such Lot and such lien may be enforced in the same manner as an annual assessment levied in accordance with the relevant provisions herein.”

2. Maintenance of Structures, Man-made and Natural Items, and Yards - Owners are responsible to properly maintain the exterior of their dwellings, sheds, fences, and any other structures on their lots.

Maintenance includes actions necessary to preserve the appearance of the property, prevent deterioration, and to repair or replace materials that have deteriorated. The following lists examples of conditions that will be subjected to periodic inspections (it is not meant to be an all-inclusive list) and that shall be considered violations of the *Exterior Maintenance* covenant cited above:

- Any surface with peeling, fading, mismatched or chalking paint;
- Siding or trim (including shutters, fascia, and flashing) which is severely faded, mismatched, broken, rotted, dirty, dented, or missing;
- House numbers that are damaged or need painting;
- Bent, sagging, missing, damaged, clogged or dirty gutters or downspouts;
- Broken or deteriorated walkways or porches;
- Incomplete architectural alterations;
- Inappropriate storage of building materials, lawn maintenance equipment, toys, or refuse;
- Fencing which is broken, rotted, leaning or missing;
- Lawns more than six inches in height, lawn edges overgrowing manmade surfaces (including sidewalk and easement areas), and grass not trimmed around structures, planted areas and trees;
- Planted areas and/or grassy areas containing an excessive amount of or overgrown with weeds or plants/fallen leaves;
- Areas void of ground cover;
- Indiscriminate use of pesticides, fertilizers or herbicides;
- Accumulated trash or debris;
- Conditions that cause erosion or flooding;
- Dumping of organic debris (leaves, grass clippings, branches) in a non- approved compost area or pile on the lot or open or space;
- Shrub(s) and tree(s) obstructing walks, paths, streets or that have become overgrown (too large for the space); and,
- Dead plants, support stakes, cages, screening, net, protective and wire fencing in gardens after the growing season.
- Any condition existing on the property which leads to a complaint by neighbors or other residents.

3. Trash Maintenance - For health and aesthetic reasons, trash and recycling containers shall not be permitted to remain in public view except on the night before and the day of trash and/or collection. Trash cans and recycle containers may be placed at the curb after 4pm on the day before pick-up. Trash cans and recycle containers shall be removed from the curb by the evening of the day of the pick-up. No incinerator shall be kept or maintained upon any Lot, nor is it ever permitted to burn trash within the boundaries of the Georgetown South subdivision. Garbage, trash and other refuse shall be placed in covered, durable, hard-sided containers or in other types of containers as may be consistent with the Code of the City of Manassas. Trash cans and recycle containers must be kept out of public view if stored on the front plane of the property. Loose trash, including plastic bags, whether on the lot or placed in the street for collection is prohibited at all times. It is recommended that the trash and recycling containers be marked with the homeowner's address for ease of identification.

Items Requiring ARC Approval

- Many of the changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and prior approval by the ARC with appeal to the Board of Trustees if necessary. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It also includes such minor items as changes in color and materials.
- Each of the items contained within this Handbook that require an ARC Application are so noted within the item description.
- **Approval may also be required when an existing item is to be removed.**

- If there is any doubt as to whether a proposed exterior change is exempt from design review and approval, **the homeowner should first seek written clarification from the ARC before proceeding with the improvements.** Call the Georgetown South Community Council Office at 703-361-4500 or email at office@georgetownssouth.org. If the homeowner proceeds without such clarification, he/she proceeds at their risk and could be required to reverse or dismantle any alteration, modification or improvement.

APPLICATIONS AND REVIEW PROCESS

Application and review procedures that will be used by the ARC are detailed below.

1. Applications

All applications for proposed improvements must be submitted in writing using the application form authorized by the Board of Trustees. A copy of this form (hereinafter referred to as the ARC Approval Request Form) is included as an exhibit to this Handbook. The information provided in the application is required for the ARC to make a decision and must be complete in all circumstances to begin the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be completed to be considered for review. Unless notified to the contrary, the homeowner must mail, email or hand deliver the application to:

Physical Address: Georgetown South Community Council, Inc.
Architectural Review Committee
9444 Taney Rd., Suite 100
Manassas, VA 20110
E-mail Address: office@georgetownssouth.org

No project requiring approval as stated herein may begin without prior ARC written approval. This applies to contractors and homeowners alike. If you have begun a project that is subsequently disapproved, you will be responsible for dismantling, and/or taking all actions necessary for compliance with the design rules at your own expense.

2. Supporting Documentation

The application must include a complete and accurate description of the proposed changes/improvements(s). The design rules and application form provide guidance with respect to the supporting documentation required for specific types of improvements. To permit evaluation by the ARC, the following supporting exhibits will be required: a site plan, Architectural/Landscape Drawings or plans and materials list and/or color samples.

A site plan is a scaled drawing of the lot or site showing the exact dimensions of the property, adjacent properties if applicable, and all proposed improvements on the site described in the application. In most cases, the site plan for single applications should be developed from the survey plat (a map of your lot prepared by a surveyor) that was provided to you when you purchased your home.

3. Time Frame for Completion of the Review

The ARC is required to approve or disapprove any proposed improvement within sixty (60) days after the receipt of a properly completed application. However, the sixty-day review period will only commence upon receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

4. Notification

Homeowners who have submitted design review applications will be given written notice of the decision of the ARC; normally not more than five (5) working days after the ARC regularly scheduled meeting date.

5. Appeals

The Board of Trustees will hear resident appeals to decisions of the ARC (except in instances of monetary charges or legal action). Decisions of the ARC can be appealed if the applicant or any member affected by the decision feels that:

- a) Proper procedures were not followed during the administrative and review process
- b) The applicant and any other affected residents were not given a fair hearing
- c) The ARC decision was arbitrary and did not have a rational basis
- d) All applicable information was not considered.

If a member feels that the ARC did not follow the above criteria, the member can appeal to the Board of Trustees within fourteen (14) days of the decision by the ARC on the item in question. All decisions from the ARC are in the form of recommendations only to the Board; thus, if approved by the Board of Trustees, all applications have automatically been through a two-step process. Notification of approval or disapproval of the appeal is from the Board of Trustees.

Enforcement Procedures

The Governing Documents require the Board of Trustees to ensure that all lots are in compliance with the GTSCC Architectural Standards set forth in this Handbook. A violation may be observed and reported to the Board of Trustees or to the ARC by the Property Inspector, a volunteer member of the Architectural Review Committee, a GTSCC member or by a resident. In the case of a violation reported by a resident, the alleged violation will be confirmed through a site visit by a staff member. Regular and random inspections will be used as a method of enforcement of the Architectural and Maintenance Standards.

INSPECTIONS

1. Annual Inspections

The Board of Trustees shall cause to be inspected all houses and lots in Georgetown South, at least once per year. The purpose of said annual inspection is to determine the current condition and maintenance of the lots and houses, and to determine if modifications have been made in accordance with the approved ARC Approval Request Form.

2. Site Inspections also known as Daily Inspection

The Board of Trustees shall cause to be inspected all houses and lots in Georgetown South regularly throughout the year. The purpose of said regular inspections is to note any unsightly, egregious, or hazardous conditions so that the homeowner may be notified and can correct the condition(s) as soon as possible.

3. ARC Modification Inspections

The Board of Trustees shall cause to be inspected all houses and lots in Georgetown South at least twice following the submission of any ARC Approval Request Form. One such inspection shall occur during the proposed period for modification as stated on the ARC Approval Request Forms and the second inspection shall occur after the project's completion date as stated on the ARC Approval Request Form.

4. Disclosure Packet Inspections

The Board of Trustees shall cause to be inspected any house and lot in Georgetown South that is the subject of a resale disclosure packet request. This inspection's purpose is to note any conditions on the property that are not consistent with ARC regulations and rules. It will also note any exterior alterations that have not previously been applied for and approved by the ARC or the Board of Trustees. For any exterior alterations that have not previously been applied for, the current owner may be required to seek ARC approval or restore the property to the original state prior to settlement.

5. Violations' Inspections

The Board of Trustees shall cause to be inspected any houses and lots in Georgetown South wherein violations have been reported by members of the Board of Trustees, a non-permanent, volunteer member of the Architectural Review Committee, a GTSCC member or a resident.

6. Inspection Results

All inspections shall be documented in writing and with photos whenever possible. In the event the inspection reveals one or more violating conditions, owners and/or residents will be notified in writing of the violation(s) and provided a reasonable amount of time to correct same. Failure to correct the violation within the specified time period will result in the assessment of a violation charge.

7. Violation Charges

The Amendment and Va. Code §55.1-1819 authorize the GTSCC to assess rule violation charges. "The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation but shall not exceed \$50 for a single offense or \$10 per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of § 55.1-1805. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days." The Council's authority, to assess such charge, is set forth in the Amendment and Policy Resolution 94-2 (*Enforcement and Due Process*).

8. Assessment of Violation Charges

Pursuant to VA Code § 55.1-1819, before any violation charges or suspensions of use rights may be imposed, the GTSCC member (property owner) shall be given an opportunity to be heard and to be represented by counsel before the Board of Trustees. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association at least 14 days prior to the hearing. Within seven days of the hearing, the hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association.

Virginia Property Owners' Association Act

The Act requires that all sellers disclose the existence of a mandatory property owner's association and that the purchaser be provided a disclosure packet covering the community's covenants and restrictions, rules, regulations, budget and insurance statements, financial and architectural estoppel certificates, etc.

The Contract Seller should be aware that the sale of the property is dependent upon the purchaser receiving and reviewing the disclosure documents. For any exterior alterations that have not previously been applied for, the selling owner must seek ARC approval or restore the property to its original state prior to settlement.

Changes by Previous Owner(s)

Purchasers of a previously owned property sometimes are surprised and disturbed when they receive notice that because a previous owner made an unapproved modification, they are in violation of the covenants or these Standards. It is extremely important that the purchaser request a resale disclosure packet from the seller **before** settlement, so any violations can be noted and negotiated. After settlement, the new owner is responsible for any existing violations. Any owners who find themselves in this situation should apply for ARC approval with an explanation of the circumstances.

Amendments to the Maintenance Standards and Rules

The Board of Trustees will conduct periodic evaluation of these Standards to determine if amendments are required. Amendment proceedings will involve discussions open to Community Council members and review

by the ARC formed by the Board of Trustees. All residents are encouraged to attend the meeting(s) and may suggest amendments to the Standards. Recommendations for Architectural Standards revisions will be forwarded to the ARC for comments and then approved by the Board of Trustees.

Conflicts

These Architectural & Maintenance Standards supersede all previous architectural rules, architectural procedures or other like resolutions or documents.

SPECIFIC ARCHITECTURAL STANDARDS

The Board of Trustees has adopted the specific Architectural Standards detailed below.

1. Air Conditioners/ Heat Pumps

- a. Individual air conditioning units extending from windows are prohibited in the front facing of the unit. The only exceptions to this are in the case of medical necessity, or as a temporary accommodation in the absence of a functioning central air conditioning unit. An ARC Approval Request Form must be submitted to the ARC with written explanation from a licensed physician in the case of medical necessity. Approval, if granted, will be noted on the ARC Approval Request Form and filed in the unit folder. Should the resident requiring the medical accommodation leave the residence, this will void the approval for that unit.
- b. Central air units may be replaced or relocated but must remain located in the rear yard and have no adverse visual or auditory impact to adjoining properties. No ARC Approval is necessary for a replacement of an existing central air unit.

2. Antennae/ Satellite Dishes

Small (less than 1 meter in diameter) satellite antennae/dishes are permissible. The antenna/dish should be attached to the rear of the property or on the rear roof. Satellite antennas attached to trees are prohibited. Satellite dishes located on the front plane of the lot are prohibited unless the signal is not able to be received from the backyard. To be allowed to attach a satellite antenna on or to the front of the home, the homeowner must submit an ARC Approval Request Form with written documentation from a local cable provider attesting to the fact that a suitable signal cannot be received in the rear of the home. Only one satellite dish is permitted to be mounted on a residence at any one time.

3. Arbors and Bowers

The construction or use of arbors and/or bowers requires prior approval of the ARC. All arbors shall be maintained in good condition with plant material neatly pruned.

4. Attic Ventilators

Attic ventilators and turbines are permitted if painted to match or complement the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines must be mounted on the least visible side of the ridgeline to minimize their visibility and may not extend above the roofline. Ventilators shall not be installed on the front roofline.

5. Awnings

In general, exterior awnings are discouraged unless demonstrated to be clearly compatible with the architectural design and qualities of the home. Awnings will be approved only if the proposed location is in the rear of a dwelling unit. An ARC Approval Request Form must be submitted to the ARC for approval prior to installation of an awning. Awnings meeting the following criteria will be considered for approval:

- Plain design without decorative features, such as scallops, fringes, etc.
- Solid colors that are compatible with the color scheme of the house must be used, rather than stripes or patterns.
- Awning size should be consistent with the visual scale of the house.
- Pipes, frames, or structural supports for canvas awnings (or similar material) must match the trim or dominant color of the house.

6. Birdhouses

Birdhouses, bird feeders and birdbaths do not require an application if they meet all of the following criteria:

- a. Located in rear yard
- b. Blend with the color and style of surrounding structures
- c. If pole mounted, total height must be kept less than six (6) feet high
- d. Tree mounted, any height
- e. Maintained in a clean and visually attractive manner
- f. Do not serve as a food source for other animals, especially rats and other rodents

7. Blighted Properties

“Blighted property” is defined as property or any improvement thereon that is in a dilapidated, unsafe, and/or unsightly condition for more than six (6) months. No property in Georgetown South, upon being declared to be in blighted condition by the community’s Property Inspector or Manager, shall be permitted to remain in that condition. Georgetown South shall take any and all lawful action, including legal action, against the property owner to require the prompt restoration of the property to a safe, habitable condition that complies in all respects with the community’s architectural and maintenance standards.

8. Cameras

Lot owners are permitted to install security cameras to the front and rear of their homes so long as they record only activity on their own property, the common area or the public right-of-way. Cameras should be unobtrusive and may appear as other exterior fixtures such as a doorbell or outdoor light.

9. Canopies and other Sun Control Devices (Permanent, Free Standing, Temporary)

- a. The installation of a permanent canopy (defined as an overhead roof or structure that provides shade or other shelter) requires prior ARC approval.
- b. Freestanding, temporary screened, and/or canvas structures in place for more than 72 hours are **PROHIBITED**.
- c. Temporary canopies erected for special occasions are permitted with no prior approval, but they may not remain in place for longer than a 72-hour period.

10. Chimneys

Properties with existing chimneys must maintain them in a safe, clean and aesthetically pleasing manner.

11. Clotheslines

The only permanent type of clotheslines permitted are an umbrella type clothesline with a maximum diameter of 7 feet or a mounted horizontal line with a width of no more than six feet and which may not use the fence as either of its posts. These types of clotheslines may be erected in the rear yard and require prior ARC approval. Any temporary style clothesline must be in the rear yard of the property and must be taken down and stored when not in use. It is **PROHIBITED** to hang clothes anywhere but on a clothesline, clothes should not be hung on the fence or on shrubbery.

12. Compost Containers

If a resident wishes to compost, it must be done using a commercially, prefabricated container designed for that purpose and the container may only be in the rear yard and shall not be visible from the front of the house. The height of the compost container must not exceed four (4') feet. Compost containers require the prior approval of the ARC. Compost containers must be maintained rodent-free always.

13. Damage to Properties and Restoration

Any property or dwelling that is damaged by natural disaster, accident, fire, criminal mischief or purposeful activity resulting in partial or total destruction must be restored to its original condition within six (6) months of the event or activity causing the damage. No ARC approval is required to approve the property to its' original condition. If the owner desires to make modification, ARC approval may be required as well as City permits.

14. Decks

- a. All decks require ARC approval prior to construction or installation. All applications must include the following:
 1. Site plan showing the relationship of the deck to the house, lot, and adjacent properties.
 2. A description of materials to be used.
 3. Dimensions and style of railing, posts, stairs, steps, benches, and other details as required to clearly
 4. describing the proposal including height of deck above the ground.
 5. Proper procedures for drainage, construction and maintenance must be outlined in the application.
 6. A City of Manassas building permit is required for construction of decks.

- b. Homeowners should consider the following factors:
 1. Location - Decks must be in rear yards. All decks are to be built within the owner's property lines. Only one above grade deck is allowed per house. Decks may not be built on the topmost floor of any house.
 2. Scale and Style - The scale of all decks shall be compatible with the scale of the house as sited on the lot. Decks, particularly elevated decks, should be of a scale and style that are compatible with the home to which attached, adjacent homes and the environmental surroundings. All elevated decks higher than thirty (30") inches above ground at highest point must have guardrails. Railing height (measured from deck floor) must be between thirty-six (36") and forty-two (42") inches. Decks may extend a maximum of twelve (12') feet from the back of the house, however, no closer than five (5') feet to the rear property line. The deck must be kept a minimum of twelve (12") inches from the side property lines; end units may extend the deck to the unjoining edge of the house.
 3. Materials - Decks must be constructed of a wood made for exterior construction, high-quality pressure treated pine lumber or comparable prefabricated material made for that purpose. Decks of wood construction should be treated with a sealant as soon as possible to avoid decay and damage.
 4. Color - Decks must be in a wood color.
 5. Under Deck Storage - Elevated decks have an under-deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening to minimize adverse visual impacts may be required by the ARC, particularly in the case of high decks.
 6. Privacy Screens/Walls - Privacy screens or walls in the case of ground level decks will be considered on an individual basis.
 - Privacy screens appended to elevated decks are permitted within the following rules:
 - a) Must be attached to the existing or proposed deck.

- b) Must extend no further than the length of the side rails of the deck, which are perpendicular with the rear wall of the structure to which the deck is attached.
- c) Must not rise more than seven feet (7) from the floor of the deck to the top of the screen.
- d) Must be translucent, not solid in their construction and of the same material as the surrounding deck.

15. Decorations, Holiday

Holiday decorations may not be put out until 5 weeks before the holiday and must be removed within 4 weeks after the holiday. The holiday must be a nationally recognized or religious holiday.

16. Decorative Objects, Exterior

No approval will be required for the placement of exterior decorative objects, but the ARC reserves the right to evaluate lots and their exterior decoration based on the following standards:

- a. Location: The ARC will apply a more narrow set of standards to objects located in front yards or positioned where they can be fully viewed from the street or sidewalk fronting the applicant's property than to those objects located in back yards, under decks, or within screened locations of lesser visibility and impact.
- b. Color: Objects must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. The color or colors of an object must compliment the overall appearance of the home and not distract from it in a way that draws excessive attention to the object.
- c. Design: Items must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the applicant's home, adjoining homes, and the neighborhood setting.
- d. Intrusiveness: Objects must not substantially intrude by sight, sound, or smell upon adjoining homes or the neighborhood setting.
- e. Materials: Objects must be made of suitable natural or man-made materials capable of withstanding outdoor weather conditions and must be capable of maintaining an attractive appearance. An object may be allowed to become mossy, rusty or weathered only if it is appropriate to such an object and only if it presents an attractive appearance compatible with the home, adjoining homes, and the neighborhood setting. Objects constructed of fiberglass, plastic, rubber, or similarly highly artificial mass-produced materials are generally prohibited unless the ARC determines that they are of high quality and a natural, unobtrusive appearance.
- f. Relationship to the environment: Objects shall not create an adverse impact on the natural environment by their installation or location. The ARC will consider such issues as an alteration in the rate or direction of water runoff, the removal of trees or other substantial plants, and/or the creation of attractions, which are hazardous to wildlife by their nature or location.
- g. Safety: Objects shall not create a hazard to public safety or become an "attractive nuisance."
- h. Size, scale and number: Objects must be of an appropriate size and within an acceptable scale which is harmonious with the home and its location. Items must not be so numerous to present a cluttered or overwhelming appearance.
- i. Taste: Objects must avoid using words and designs that are, by their nature, inflammatory, offensive, or vulgar to the community.

17. Dog House/Dog Run

- a. One dog run per lot is permissible with prior written approval of the ARC.
- b. Permanent doghouses should be constructed for the size of the dog to be housed therein and must be approved by the ARC.
- c. All homes with a dog run or doghouse must have a fence enclosing the rear yard.
- d. All dog houses and dog runs must be placed in the rear yard on the portion of the lot closest to the common green areas.
- e. Pet waste must be removed daily.

18. Fences

- a. Owners are permitted to enclose their rear yard with a six-foot board-on-board fence. All rear fences must be painted brown using Sherwin Williams SW6062 or a color equal to it, or in a natural or wood colored stain. The fence may not extend forward of the corner of the home except in the case of developer installed sound barriers on specific lots. Rear fences require a City of Manassas permit.
- b. Owners are permitted to enclose their front and side yards with a fence 42” in height, in a picket style painted white or stained in a natural wood color.
- c. All fences require prior written approval of the ARC. The ARC Approval Request Form should be accompanied by a site plan or property plat. Fences shall adhere to the following standards:
- d. Finished side out (in public view) - If an owner wishes a finished side showing on the inside, slats may also be installed on the inside using the same material, color and appearance as the outside of the fence.
- e. All rear fences shall have an operable gate built in the same style and appearance as the fence. All gates shall have an operable latch or other closing device.
- f. Front fences are permitted without a gate if the property owner can show good cause for its absence or removal.
- g. Entire perimeter of the fence shall be of the same material, color and style.
- h. Fences bordering other lots must be on the property line in common with the other lot. It is recommended that the applicant secure the other owner's consent when building party fences.
- i. Fences must be constructed of a high quality; pressure treated wood, or a prefabricated material made for that purpose.
- j. Paint/Stain/Sealant: Fences of wood construction should be left to age naturally for the time dictated by the type of wood and then sealed with a clear sealant or stained consistent with the natural color of the wood. If painting is desired, front fences should be painted white or stained in a wood-look color on the interior and exterior sides of the property. Back fences should be painted brown SW6062 or stained in a natural wood color.
- k. Chain link fences are not permitted. Existing chain link fences may not be replaced with same.
- l. Fences made of brick are not permitted. Existing brick wall fences may not be replaced with same.

Examples of the Picket style prescribed for front fences and the Board on Board style for rear fences can be seen in Appendix 5 of this document.

19. Firewood

- a. Firewood stored on a lot must be kept neatly stacked and must be located to the rear of the residence and in such a manner as to avoid adverse visual impacts on adjoining properties. Screening may be required in certain cases. If covered, the cover must be made of a material designed for that purpose.
- b. For aesthetic and safety considerations, firewood should be stacked in piles not to exceed eight (8') feet in length and four (4') feet in height. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

20. Flagpoles

- a. Permanent, freestanding flagpoles will be considered with prior ARC approval.
- b. Homeowners are permitted to install temporary flagpole staffs that do not exceed six (6') feet in length and are attached at an incline to the front wall or pillar of the dwelling unit without prior ARC approval.

21. Gardens

Flower gardens shall be kept neat in appearance and weed free. A vegetable garden may be planted only in the back yard and shall adhere to the same maintenance standard as that of flower gardens. Owners of corner lots may request ARC approval to place a vegetable garden in the side yard.

22. Grass and Ground Cover

- a. All types of grass generally recognized as suitable for a residential setting may be planted without prior approval. Non-invasive ground covers may also be planted without prior approval.
- b. Climbing vines and/or plants should not be permitted to grow on fences, sheds, houses or trees .
- c. Ground cover and plants deemed as invasive are prohibited.
- d. The predominant guideline to follow in this area is that there should not be exposed dirt.
- e. No exterior carpet or artificial grass is permitted on the front plane of the lot.

23. Grills (Permanent and Portable)

- a. All grills are to be kept at least 15 feet away from any structures while in use and until coals are cold per fire code.
- b. Permanent brick barbecue grills require prior written approval. Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.
- c. Portable grills must be stored in rear yard or on the rear deck.

24. Gutters/ Downspouts

- a. Standard commercially available gutters and downspouts which are white in color are approved for installation. Other unobtrusive colors may be used with prior written approval.
- b. Downspout extensions are approved for installation without prior ARC approval. Extensions in the front and side yards shall be underground or otherwise hidden from public view (behind bushes) and terminate so as not to adversely affect drainage on adjacent property, public property and common areas.
- c. Gutters and downspouts must be maintained clean and, in a manner, free of debris, both inside and outside.
- d. Downspout extensions may be required by the ARC if it is noted that their absence is causing drainage issues and or property damage.
- e. Gutter guards are strongly recommended and require no prior ARC Approval Request Form.

25. Handicapped Access Equipment/ Ramps

- a. Easy and unimpeded entry/exit for handicapped residents and their guests is considered an asset. Therefore, special walkways, railings, ramps and other similar support facilities must be constructed to blend with the existing house and landscaping.
- b. The lot owner must apply to the City for a permit before beginning construction of an entrance ramp. The GTSCC also requires an ARC application to be submitted with the approved City permit.

26. House Numbers

- a. All homes shall retain and be identified by house numbers. House numbers shall be prominently displayed and easily seen from the street.
- b. House numbers may be white, black, or metal on a contrasting color. Numbers may be painted the color of the trim, if placed on a mounting surface other than the trim. The height of the numbers shall be between three to six inches. House numbers shall be actual numerals and not words spelling out the number.
- c. House numbers shall also be affixed to the rearmost portion of the property whether on the fence or on the house.
- d. House numbers meeting the above criteria are approved for installation with no prior approval.

27. Landscaping

The following rules apply to the landscaping features of the home.

- a. No lot shall be kept as bare earth.
- b. All trees, shrubs and bush shall be kept neatly trimmed and pruned.
- c. All lawns shall be kept neat and relatively weed free. Any grass over six inches in height shall be considered a violation of these rules.
- d. All plantings shall be within the property lines of the lot.
- e. Any damage to association property caused by an owner's plant material, shrub or tree shall be corrected at the owner's cost and expense.
- f. Vehicular sight line shall not be impeded by any landscaping feature on the property.

28. Lighting, Exterior (including Insect Repellent Lighting Fixtures)

- a. No exterior lighting, insect repellent device or motion detector may be directed outside of the applicant's property. Proposed additional lighting will not be approved if it will result in an adverse visual or auditory impact to adjoining neighbors or passing motorists due to location, wattage or other features.
- b. Proposed replacement or additional lighting fixtures must be compatible in style and scale with the applicant's house.
- c. Changes or additions to existing lighting requires prior ARC approval.

29. Mailboxes

Mailboxes are a functional necessity, not a decorative item and must be maintained in accordance with United States Postal Service rules and requirements (see below). Mailboxes meeting the below criteria require no prior ARC approval.

- a. Mailboxes attached to the house must be easily accessible from your sidewalk, steps, or porch.
- b. Mailboxes attached to a post must be 4' from the ground. Mailbox posts should consist of a wooden mailbox support no bigger than 4" x 4" or a metal support made of a 2" diameter standard steel or aluminum pipe.

30. Mail Slots

- a. Doors made with a slot for the delivery of mail should be located on the front side of the house and must meet the USPS standards seen below:
 1. The opening must be at least 1 1/2" x 7".
 2. Horizontal slots must have a flap hinged at the top. Vertical slots should be hinged on the opposite side from the door's hinges.
 3. The bottom of the slot must be at least 30" above floor.
- b. If you have an inside hood for more privacy, the hooded portion shouldn't be below the bottom of the outside plate on a horizontal slot. On a vertical slot, the hood shouldn't extend beyond the side of the outside plate on same side as the door's hinges. The hood should not project more than 2 1/16" beyond the inside of the door.
- c. Mail slots meeting the above criteria do not require prior ARC Approval.

31. Painting, Exterior

An application is not required to repaint or re-stain an object to match the original color. However, **all exterior color changes must be approved**. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

32. Patios and Porches

- a. All patios and porches require approval from the ARC and the City of Manassas. Once the City has approved your permit, you must apply for ARC approval.
- b. Patios and porches may be built of brick, slate, concrete or other suitable prefabricated material made for that purpose.
- c. Drainage of storm water should be considered when building a patio and/or porch. There shall be no adverse visual or environmental impacts on any neighboring property or common area. Any adverse impacts must be remedied by the lot owner whose property is causing the damage.
- d. No screened porches or patios are permitted.
- e. For purposes of differentiation, a porch is herein defined as being located on the front side of the home or within the front yard and a patio is located to the rear of the home or in the rear yard.

33. Pesticides and Herbicides

- a. Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic and or biodegradable materials to ensure the least harm to the natural environment. Care in application is extremely important. Avoid the use of pesticides and herbicides if possible, but when necessary, use with caution and follow instructions.
- b. The use of pesticides and herbicides by any homeowner must not extend into the common areas, easements or other common property.

34. Pet Access Doors

Pet access doors must be professionally manufactured (the same or better than the original builder's door) placed only in the rear door. A picture and dimensions must be included with the application. The color must match or blend with other colors of the house.

35. Play/ Recreation Equipment and Pools

a. Permanent and semi-permanent play equipment requires prior ARC approval. Examples include, but are not limited to, swing-sets, basketball goals, playhouses, pools that are two (2) feet or more in depth, and trampolines.

Location:

1. Recreation equipment must be stored in the rear yards or out of view from the front plane of the house when not in use.
2. Recreation equipment must not impede normal foot or vehicular traffic or prevent emergency vehicles and equipment from access to the property.
3. Recreation equipment shall not be placed in a parking lot.
4. Recreation equipment must not be placed in open parking spaces located throughout the community.
 - a) Scale and Design: Recreation equipment and design must be compatible with lot size and design.
 - Visual
 - b) screening, perimeter plantings/fences and other considerations will be evaluated to minimize the impact in cases of high visibility.

b. Responsibility and Usage:

1. The use of recreation equipment will not interfere with the peaceful enjoyment of other community members.
2. Recreation equipment will not be utilized in the common areas after 10:00 p.m. or in violation of any city noise ordinance laws.
3. Permanent, in-ground trampolines are prohibited. Temporary trampolines must be confined to a fenced rear yard only.
4. No permanent ramps of any size or material for use with skates, scooters, skateboards, bicycles, or similar
5. recreational devices will be permitted

6. Permanent in-ground pools are prohibited.
7. Above-ground pools three (3) feet or more in depth are prohibited.

36. Retaining Walls

- a. Retaining walls may be constructed if a demonstrable need is shown. Retaining walls built in the front or side yards shall be built of brick, or pressure treated lumber. Concrete or stone may be used when building a back yard retaining wall only.
- b. Retaining walls cannot be utilized as a fence.
- c. Retaining wall must not restrict vehicular sight.
- d. All retaining walls, regardless of construction material used, must be maintained clean, free of dirt and mildew, and if painted or stained should be kept looking fresh.
- e. Retaining walls must not divert the flow of water onto a neighboring lot.
- f. Replacement of an existing retaining wall using the same type of building material does not require prior ARC approval.
- g. New installation or removal of a retaining wall requires prior ARC approval.

37. Roofs

- a. Roofs, including the surrounding trim, must be in good repair.
- b. Replacement shingles shall match in size, color and style of the existing shingles. When replacing shingles of the entire roof, the new shingles should match in color, size and style of those prevalent in the community. If replacing the underlying wood, a City permit is required.
- c. Homes with flat roofs must apply for ARC approval and a City permit prior to any modification of the plane of the roof. Roll roof material is only permissible on flat roofs. No shingles are permitted on flat roofs.
- d. Those homes with tin roofs shall keep the roof painted the original color and free from rust. A home with tin roof may apply for approval to change to a shingle roof.

38. Roof Stack Vent

Houses equipped with a roof stack vent shall maintain same clean and free of rust. If the roof stack of the home is already painted at the time of purchase, it should be maintained regularly.

39. Security Bars

The use of security bars or grates on windows and doors must be approved by the ARC before installation.

40. Sheds

- a. Storage sheds aesthetically affect both an individual property and the neighborhood. As a result, great care should be taken when designing, building or purchasing a shed.
- b. A shed should be compatible with both the architecture and landscape. It should be appearing to be a part of the house/fence landscape theme. The material of which it is constructed should be compatible with other existing structures.
- c. Sheds must have a door and an operable mechanism for keeping it closed and there can only be one shed per lot.
- d. The installation of a shed requires prior written ARC approval and a City permit.
- e. Storage sheds are restricted to rear yard locations, screened from view and should not be visible from the front of the dwelling unit or from a street.
- f. Storage sheds cannot directly abut a fence, there must be at least one foot between the shed and the fence.
- g. The following rules are applicable for sheds:

1. Size - Height shall be no greater than 8 feet, as measured from the ground to the highest point of the roof, and the building itself cannot exceed 80 square feet.
2. Materials - The exterior finish material must be wood, vinyl siding or a prefabricated material made for that purpose.
3. Colors - The color scheme must be consistent with or complementary to the house.
4. Roof - All sheds (except metal or prefabricated sheds) shall have a shingled roof. The roof slope and color of roofing material should match the house.

41. Shutters

- a. The installation or color change of window shutters requires prior ARC approval. Shutters must comply with the following conditions:
- b. Shutters must be all of one style, color and material. Style: either louvered, raised panel or solid.
- c. Shutter color must be approved by the ARC prior to installation and should be consistent with the colors of the home.
- d. If one window on a side of the house has a shutter, then all windows on that side must have shutters.

42. Sidewalks

- a. Front common sidewalks should be kept clear for pedestrian traffic.
- b. Privately owned sidewalks should be maintained free of large cracks, defects and holes.
- c. Steps should be maintained without gaps underneath that could provide shelter for rodents.
- d. Replacement of privately owned sidewalks and steps placed in the current location and installed flush with the ground **does not require an application.**
- e. A change in surface material or realignment of existing sidewalks and steps **requires an application.** An application must contain the following information:
 1. Site plan showing relation of proposed pathway or sidewalk to adjacent property line/sidewalk, applicant's townhouse, and adjacent townhouse.
 2. Dimensions of proposed alteration.
 3. Materials and finishes to be used, plus estimated start and completion dates.

43. Signs

- a. Real Estate/ Rent Signs
 1. Only one sign advertising a property for sale or rent may be displayed on a lot. Such signs must meet applicable City regulations with respect to size, content and removal.
 2. Signs may only be placed in the front yard of available properties. The size may be no larger than four square feet in area. **(NO APPLICATION REQUIRED)**
- b. Security Signs

Two of each of the following types of security signs may be posted on the property including "Beware of Dog" and "No Trespass" and Security System Signs. One of each such sign may be posted forward of the front plane of the home. A second of each type of sign may be posted in the rear yard. The following criteria apply to this signage:
- c. Signs are not to be attached to trees.
- d. Individual signs shall not exceed 144 square inches (1 square foot) in area.
- e. Signs must be maintained in good repair.

No application is required if Items A, B and C are met
- f. Political Signs
 1. Signs promoting a political candidate or issue may be posted in the front and/or side yards within the 30 days immediately preceding the election. Signs must be removed within seven (7) days after the election. **(NO APPLICATION REQUIRED)**

44. Skylights

- a. Skylights should be located such that they are not visible from the front of the dwelling unit or a street are encouraged. End units faced by two streets must place the skylight on that slope of the roof closest to the "green". Consideration will be given to skylights on the front side of the roof ridgeline on case by case basis.
- b. Installation of skylights requires prior ARC approval.

45. Snow and Ice Removal

Snow and ice removal shall be in accordance with the Manassas City Code of Ordinances Section 102-7 seen below for reference.

"It shall be the duty of the occupant of any property which has a sidewalk of brick, wood or concrete abutting on such property to have all **snow** removed from such sidewalk within 12 hours after it has ceased falling; provided that, if **snow** falls during the night, it shall be removed by 5:00 p.m. on the following day. The same requirements shall exist with respect to ice or sleet on sidewalks, except that ice and sleet, if it cannot be removed without injury to the sidewalk, shall be covered, within the time required in this section, with sawdust, ashes or other material which will render the sidewalk safe for travel. When there is no occupant of such property, it shall be the duty of the owner thereof to have **snow**, ice and sleet removed or covered as provided in this section." Violations of the above ordinance will be referred to Manassas City Zoning for enforcement and follow-up action.

46. Solar Panels

Solar panels and solar collectors on the front side of the roof will be reviewed on a case by case basis. Solar panels may be placed on the rear roofline not visible to the street. The property owner must first seek a permit with the City of Manassas and attach the approved permit to the Georgetown South's ARC application for approval. The application should include the dimensions, location and manner of placement.

47. Steps (Front) and Railings

- a. Steps should be maintained free of large cracks, defects and holes underneath that could provide shelter for rodents.
- b. Replacement steps placed in the current location **do not require an application.**
- c. New steps, those using a different surface material than the current steps, or those requiring a realignment of existing steps **require an application.** The application must contain the following information:
 1. Site plan showing relation of proposed steps to adjacent property line/sidewalk, applicant's townhouse, and adjacent townhouse.
 2. Dimensions of proposed alteration.
 3. Materials and finishes to be used, plus estimated start and completion dates.
- d. Installation of new railings requires prior ARC approval. Railings should be made of a material and color consistent or complementary to the existing fence and house.

48. Storm/ Screen Doors

Front or back storm doors meeting the following standards are approved for installation without prior ARC approval.

- a. Full view or of a style consistent with the overall design of the house.
- b. Security bars are part of the door's original design and manufacture.
- c. Door frames are white, black or match the color of the siding.
- d. Have clear glass, black or grey screens.

49. Storm Windows

Storm windows meeting the following standards are approved for installation without prior ARC approval.

- a. Frame is white in color.
- b. Glass is clear and unadorned.
- c. The window frame fits within the window trim.
- d. Screens must be properly in place with no holes or tears.

50. Trash Regulations (in General)

The GTSCC has adopted the City of Manassas' regulations regarding trash and recycling in their entirety. See the list below or call the City's Trash Hotline with any questions at 703-257-8252.

- a. Any trash, recyclables, yard waste, or a bulk item that does not comply with the regulations will not be collected by the City or its contractor and must be removed by the owner or tenant.
- b. Containers are not to be filled above the brim.
- c. Containers are to have lids on them unless when filling or emptying
- d. Containers are to be kept clean - free of odors, flies or other vermin.
- e. All containers for collection are to be placed so they can be easily and conveniently reached by the contractors at the edge of the street or road.
- f. Containers are not to be set out for collection prior to 4:00 pm the day before trash or yard waste collection. Containers must be removed by 9:00 pm on trash day.
- g. Residents must use a suitable container for collection. This may include a reusable can, plastic trash bags, or a cardboard box for set out, but all other containers must have a tight-fitting lid.
- h. Garbage or trash stored on private property or outdoors for collection must be placed in a reusable watertight, rodent proof container designed for trash purposes with a tight-fitting lid. This means that residents may not store any trash outside in plastic bags.
- i. Paper biodegradable bags designed for yard waste, reusable trash cans or tied bundles are required for yard waste collection.
- j. Resident must use proper containers to prevent scattering. If scattering occurs because the container was not proper, then the resident is responsible for littering.

51. Trash and Recycling Containers

- a. All trashcans and recycling containers must be stored out of view always.
- b. Containers must be placed for pickup at the curb in front of your home after 4:00 p.m. or dusk whichever comes first, on the evening before pickup. Containers must be put back on the owner's property (out of view) no later than 9:00 pm the day of pickup.
- c. Trash must be stored in a closed container always when outside of the residence. Trash is to be placed for pickup in closed containers manufactured for trash storage purposes only. Trash containers must have a secure top or able to be securely sealed. Trashcans must be secured to discourage animals/birds from rummaging.
- d. Recyclable materials that may be placed outside for pickup must be in an appropriate recycling container or in a container that is also recyclable and meant to be taken with the recycled items.
- e. Trash containers must be maintained in proper condition free from noxious odors, pests, insects, and rodents.

52. Trash Enclosures

Property owners choosing to use a trash enclosure may install a prefabricated item or construct their own made specifically for that purpose or may employ natural barriers so long as trash and recycling containers are concealed from public view.

53. Trash and Recycling Collection Schedule

- a. Yard Waste is collected on Mondays ONLY. Any material longer than 4 ft. should be cut to 4 ft or less and tied into bundles.
- b. Trash is collected on Tuesday and Friday.

- c. Recycle Items are collected on Tuesdays ONLY.
- d. Bulk Items are collected on Tuesdays and Fridays ONLY. Bulk items include, but are not limited to, common household appliances, stoves, washers, dryers, dishwashers, mattresses and furniture.
- e. For more information, go to www.manassascity.org – Trash Collection
- f. Items for Special Pick-up - Please contact the Trash Line 703-257-8252 to schedule when you need to set out any of the following items as they need special handling due to the Freon EPA regulations:
 - 1. Refrigerator - Doors must be removed before setting out for collection.
 - 2. Freezer - Doors must be removed before setting out for collection.
 - 3. Dehumidifier
 - 4. Air conditioner

54. Trees and Shrubs

- a. An owner may plant without prior approval, any tree which is normally considered as a low growing non-obtrusive ornamental.
- b. The following rules should be followed regarding the planting and maintenance of trees
 - 1. Willows and Silver Maples shall not be planted as their roots are very destructive to foundations, utility pipes and lines and other structures.
 - 2. Fruit bearing trees may be planted **with prior approval** and only if placed in a location so that when mature their branches will not overhang the common property or the property of another lot.
 - 3. Trees and shrubs must be kept pruned to a height to allow eight feet of clearance over sidewalks and other areas of ingress and egress.
 - 4. Trees must be kept pruned so as not to overhang gutters.
 - 5. All trees, shrubs and other plants shall not impair ingress or egress.
 - 6. All trees, shrubs and other plants shall not impair or reduce ambient or installed lighting.
 - 7. All dead trees must be removed from the lot for appearance and safety reasons. The tree shall/must be cut to ground level.
- c. Removing any tree in its entirety requires prior approval of the ARC.

55. Water Features

- a. All ponds or water features require ARC approval. Water features or ponds must be kept clean, free of debris and comply with City ordinances regulating same.
- b. The size and design of the water feature should be architecturally compatible with the home and the adjacent homes.
- c. There shall be no adverse visual or drainage impacts on any neighboring property or common area.

56. Window Replacement

- a. Any change in appearance of replacement windows must be approved by the ARC. All window trim must be painted or in the case of vinyl windows, match the existing trim paint color.
- b. ARC application for windows or vinyl replacement windows must contain the following:
 - 1. Description of windows including dimensions, colors and a brochure from the company that makes or sells the window.
 - 2. All windows must contain matching window grid configurations.
 - 3. Must match existing siding, trim and or front door colors of townhouse.

57. Window Coverings

In homes where window coverings are used, they must be normal and customary window coverings such as curtains, drapes, shutters or blinds. The use of flags, bedding, clothing or towels are **NOT PERMITTED.**

58. Yards

- a. Yard areas are defined in the following manner:
 1. Front yard shall refer to that portion of the lot which is adjacent to that portion of the house which contains the front door.
 2. Back yard shall refer to that portion of the lot which is adjacent to that portion of the house which contains the back door and is closest to the common area (Greens).
 3. Side yard shall refer to that portion of the lot for end units which is closest to the street and/or easement. Special consideration will be given to those lots whose positioning does not readily conform to the above descriptions.
- b. Backyard
 1. All backyards must be kept clean and free from debris and accumulated trash.
 2. Trash stored in the rear yard must be kept in closed metal or plastic containers designed for that purpose.
- c. Front Yard
 1. Trashcans and recycle bins stored in the front yard must be out of the public view.
 2. Garden hoses should be stored neatly.
 3. Debris, toys, trash, and bulk items cannot be stored in front yards.

59. Yard Waste

- a. Yard Waste materials are collected once a week by the City at the curbside.
- b. Every Monday is Yard Waste Collection.
- c. Any material longer than 4 ft. should be cut to 4 ft or less and tied into bundles.
- d. The following items of Yard Waste are not accepted for curbside collection: dirt, rocks, stones, and tree trunks.
- e. All yard waste must be placed in durable, hard-sided containers, paper bags or bundled as appropriate.

Appendices

Appendix 1: Prohibited Features

- **Cables** - No home should have exposed unburied cables for internet or TV service.
- **Compost Piles**
- **Dumping** - The dumping of what would normally be considered trash, yard waste, recyclable materials, bulk objects, soil, debris, construction material, hazardous material, or bulk objects on common areas, or easements or property not belonging to the homeowner is prohibited. This includes the wooded areas of the community. Violations of this will be proceeded against in accordance with applicable sections of the Code of City of Manassas and the Code of Virginia. Maintenance of accumulated amounts of any of the above-mentioned objects anywhere on the exterior of the homeowner's property for more than 24 hours is prohibited.
- **Damage to Common Areas** - Any vehicle other than those maintained for use by the GTSCC Maintenance Staff or an emergency vehicle as defined by the Code of Virginia must have prior written permission from the office before entering any common areas. It is the responsibility of the homeowner to repair any damage that they, or any contractor or agent of the homeowner, cause to common grounds. Repairs to common grounds must be to the original condition and be completed within fifteen (15) days of the damage occurring. Failure to satisfactorily repair common grounds will be considered as a violation of these rules.
- **Driveways** - Only those houses (two) in the community that have existing driveways as of this writing are permitted to have a driveway. Construction of a new driveway is prohibited.
- **Garages**

- **Noise Disturbances** - Residents must adhere to the City of Manassas Noise Ordinance as it pertains to residential property noise limits. All disturbances as defined in Section 58 of the City of Manassas Ordinances should be reported to the City of Manassas Police (non-Emergency line) Department and the Community Manager.
- **Commercial Vehicles** – These are defined as vehicles with a passenger limit that exceeds 16, a gross vehicle weight or more than 10,000 pounds or that exceed 21 feet in length. Any vehicle matching this description is prohibited from parking on the streets of Georgetown South.
- **Recreational Vehicles** - No recreational vehicle may be parked or stored inside the community.
- **Trailers** – No trailers may be parked or stored inside the community.

Appendix 2: ARC APPROVAL INDEX - The table below is a summary listing of those items requiring prior ARC Approval and those where prior approval is not required. The item description refers to the items in the Design Guidelines. When in doubt, call the GTSCC Office.

| Description | ARC Approval Required |
|---|---|
| Air Conditioner/Heat Pump | Yes |
| Antennae/Satellite Dish | Yes (if mounted on the front of the home) |
| Arbors/Bowers | Yes |
| Attic Ventilators | No |
| Awnings | Yes |
| Birdhouses | No |
| Cameras | No |
| Canopies (Free Standing) | Yes |
| Canopies (Permanent) | Yes |
| Canopies (Temporary) Less than 72 hours | No |
| Chimneys (Installation and Removal) | Yes |
| Clotheslines | No |
| Compost Containers | Yes |
| Damage to Properties and Restoration | Yes |
| Decks | Yes |
| Decorations (Holiday) | No |
| Decorative Objects (Exterior) | No |
| Dog Houses and Dog Runs | Yes |
| Fences | Yes |
| Flagpoles (Permanent) | Yes |
| Gardens – Vegetables on Side Lots | Yes |
| Grills (Permanent) | Yes |
| Gutters | No |
| Handicapped Access Ramps | Yes |
| Landscaping (Major) | Yes |
| Lighting Change | Yes |
| Painting (Color Changes) | Yes |

| Description | ARC Approval Required |
|---|-----------------------|
| Patios/Porches | Yes |
| Pet Access Doors | Yes |
| Play/Recreation Equipment/ Pools | Yes |
| Railings (New Installation) | Yes |
| Replace Existing Central AC Unit | No |
| Retaining Wall (New Installation or Removal) | Yes |
| Roofs (Structural or Material Change) | Yes |
| Security Bars | Yes |
| Sheds | No |
| Shutters (Installation or Color Change) | Yes |
| Sidewalks (Change in Surface Material or Realignment) | Yes |
| Signs (see Criteria) | No |
| Skylights | Yes |
| Solar Panels | Yes |
| Storm Windows | No |
| Storm/Screen Doors | No |
| Trash Enclosure (see Criteria) | No |
| Trees and Shrubs (see Criteria) | Yes |
| Water Features | Yes |
| Window AC Unit for Medical Reasons or Temporary use | Yes |
| Window Replacement | Yes |

Appendix 3: City of Manassas Zoning Permits (When Required)

The following provides a listing of typical home improvements requiring a City Zoning permit. This is not meant to be an all-inclusive list of items for which a City zoning permit is required, any questions regarding the requirement of a permit should be directed to Manassas City Zoning. Call them directly at 703-257-8278.

| City of Manassas Zoning Permits (when required) |
|---|
| AC Unit (Gas Only) |
| Attic Ventilators |
| Awnings |
| Canopies (Permanent) |
| Decks, New or to enclose existing |
| Fences and privacy walls exceeding 6 feet in height |
| Fences and privacy walls exceeding 6 feet in height |
| Flagpoles, Permanent, Freestanding |
| Handicapped access Ramp |
| Irrigation Systems |
| Lighting – new fixtures only |
| Masonry chimneys |
| Masonry chimneys |

| |
|---|
| City of Manassas Zoning Permits (when required) |
| Patios |
| Playhouses (greater than four feet in height) |
| Porches, new and enclose existing |
| Retaining walls supporting more than 2 feet of earth or greater than 3 feet in height |
| Roof Shape/Materials Alterations |
| Sheds |
| Solar Panels |
| Steps (New) and Railings (New) |

Appendix 4: Legal References

§ 55.1-1819. (Effective October 1, 2019) Adoption and enforcement of rules.

A. Except as otherwise provided in this chapter, the board of directors shall have the power to establish, adopt, and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the association by the declaration, except where expressly reserved by the declaration to the members. Rules and regulations may be adopted by resolution and shall be reasonably published or distributed throughout the development. A majority of votes cast, in person or by proxy, at a meeting convened in accordance with the provisions of the association's bylaws and called for that purpose shall repeal or amend any rule or regulation adopted by the board of directors. Rules and regulations may be enforced by any method normally available to the owner of private property in Virginia, including application for injunctive relief or actual damages, during which the court may award to the prevailing party court costs and reasonable attorney fees.

B. The board of directors shall also have the power, to the extent the declaration or rules and regulations duly adopted pursuant to such declaration expressly so provide, to (i) suspend a member's right to use facilities or services, including utility services, provided directly through the association for nonpayment of assessments that are more than 60 days past due, to the extent that access to the lot through the common areas is not precluded and provided that such suspension shall not endanger the health, safety, or property of any owner, tenant, or occupant, and (ii) assess charges against any member for any violation of the declaration or rules and regulations for which the member or his family members, tenants, guests, or other invitees are responsible.

C. Before any action authorized in this section is taken, the member shall be given a reasonable opportunity to correct the alleged violation after written notice of the alleged violation to the member at the address required for notices of meetings pursuant to § [55.1-1815](#). If the violation remains uncorrected, the member shall be given an opportunity to be heard and to be represented by counsel before the board of directors or other tribunal specified in the documents.

Notice of a hearing, including the actions that may be taken by the association in accordance with this section, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association at least 14 days prior to the hearing. Within seven days of the hearing, the hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association.

D. The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed \$50 for a single offense or \$10 per day for any offense of a continuing nature, and shall be treated as an assessment against the member's lot for the purposes of § [55.1-1833](#). However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days.

E. The board of directors may file or defend legal action in general district or circuit court that seeks relief, including injunctive relief arising from any violation of the declaration or duly adopted rules and regulations.

F. After the date an action is filed in the general district or circuit court by (i) the association, by and through its counsel, to collect the charges or obtain injunctive relief and correct the violation or (ii) the lot owner

challenging any such charges, no additional charges shall accrue. If the court rules in favor of the association, the association shall be entitled to collect such charges from the date the action was filed as well as all other charges assessed pursuant to this section against the lot owner prior to the action. In addition, if the court finds that the violation remains uncorrected, the court may order the lot owner to abate or remedy the violation.

G. In any action filed in general district court pursuant to this section, the court may enter default judgment against the lot owner on the association's sworn affidavit.

§ 55.1-1810. (Effective October 1, 2019) Fees for disclosure packet; professionally managed associations.

A. A professionally managed association or its common interest community manager may charge certain fees as authorized by this section for the inspection of the property, the preparation and issuance of the disclosure packet required by § [55.1-1809](#), and for such other services as set out in this section. The seller or the seller's authorized agent shall specify in writing whether the disclosure packet shall be delivered electronically or in hard copy, at the option of the seller or the seller's authorized agent, and shall specify the complete contact information for the parties to whom the disclosure packet shall be delivered.

B. A reasonable fee may be charged by the preparer as follows:

1. For the inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration and as required to prepare the association disclosure packet, a fee not to exceed \$100;
2. For the preparation and delivery of the disclosure packet in (i) paper format, a fee not to exceed \$150 for no more than two hard copies or (ii) electronic format, a fee not to exceed a total of \$125 for an electronic copy to each of the following named in the request: the seller, the seller's authorized agent, the purchaser, the purchaser's authorized agent, and not more than one other person designated by the requester. The preparer of the disclosure packet shall provide the disclosure packet directly to the designated persons. Only one fee shall be charged for the preparation and delivery of the disclosure packet;
3. At the option of the seller or the seller's authorized agent, with the consent of the association or the common interest community manager, for expediting the inspection, preparation, and delivery of the disclosure packet, an additional expedite fee not to exceed \$50;
4. At the option of the seller or the seller's authorized agent, for an additional hard copy of the disclosure packet, a fee not to exceed \$25 per hard copy;
5. At the option of the seller or the seller's authorized agent, for hand delivery or overnight delivery of the overnight disclosure packet, a fee not to exceed an amount equal to the actual cost paid to a third-party commercial delivery service; and
6. A post-closing fee to the purchaser of the property, collected at settlement, for the purpose of establishing the purchaser as the owner of the property in the records of the association, a fee not to exceed \$50.

Except as otherwise provided in subsection E, neither the association nor its common interest community manager shall require cash, check, certified funds, or credit card payments at the time the request for the disclosure packet is made. The disclosure packet shall state that all fees and costs for the disclosure packet shall be the personal obligation of the lot owner and shall be an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and § [55.1-1833](#), if not paid at settlement or within 60 days of the delivery of the disclosure packet, whichever occurs first.

For purposes of this section, an expedite fee shall be charged only if the inspection and preparation of delivery of the disclosure packet are completed within five business days of the request for a disclosure packet.

C. No fees other than those specified in this section, and as limited by this section, shall be charged by the association or its common interest community manager for compliance with the duties and responsibilities of the association under this chapter. No additional fee shall be charged for access to the association's or common interest community manager's website. The association or its common interest community manager shall publish and make available in paper or electronic format, or both, a schedule of the applicable fees so the seller or the seller's authorized agent will know such fees at the time of requesting the packet.

D. Any fees charged pursuant to this section shall be collected at the time of settlement on the sale of the lot and shall be due and payable out of the settlement proceeds in accordance with this section. The settlement

agent shall escrow a sum sufficient to pay such costs of the seller at settlement. The seller shall be responsible for all costs associated with the preparation and delivery of the association disclosure packet, except for the costs of any disclosure packet update or financial update, which costs shall be the responsibility of the requester, payable at settlement. Neither the association nor its common interest community manager shall require cash, check, certified funds, or credit card payments at the time the request is made for the association disclosure packet.

E. If settlement does not occur within 60 days of the delivery of the disclosure packet, or funds are not collected at settlement and disbursed to the association or the common interest community manager, all fees, including those costs that would have otherwise been the responsibility of the purchaser or settlement agent, shall be (i) assessed within one year after delivery of the disclosure packet against the lot owner, (ii) the personal obligation of the lot owner, and (iii) an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and § [55.1-1834](#). The seller may pay the association by cash, check, certified funds, or credit card, if credit card payment is an option offered by the association. The association shall pay the common interest community manager the amount due from the lot owner within 30 days after invoice.

F. The maximum allowable fees charged in accordance with this section shall adjust every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor.

G. If an association disclosure packet has been issued for a lot within the preceding 12-month period, a person specified in the written instructions of the seller or the seller's authorized agent, including the seller or the seller's authorized agent, or the purchaser or his authorized agent may request a disclosure packet update. The requester shall specify whether the disclosure packet update shall be delivered electronically or in hard copy and shall specify the complete contact information of the parties to whom the update shall be delivered. The disclosure packet update shall be delivered within 10 days of the written request.

H. The settlement agent may request a financial update. The requester shall specify whether the financial update shall be delivered electronically or in hard copy and shall specify the complete contact information of the parties to whom the update shall be delivered. The financial update shall be delivered within three business days of the written request.

I. A reasonable fee for the disclosure packet update or financial update may be charged by the preparer not to exceed \$50. At the option of the purchaser or the purchaser's authorized agent, the requester may request that the association or the common interest community manager perform an additional inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration, for a fee not to exceed \$100. Any fees charged for the specified update shall be collected at the time settlement occurs on the sale of the property. The settlement agent shall escrow a sum sufficient to pay such costs of the seller at settlement. Neither the association nor its common interest community manager, if any, shall require cash, check, certified funds, or credit card payments at the time the request is made for the disclosure packet update. The requester may request that the specified update be provided in hard copy or in electronic form.

J. No association or common interest community manager may require the requester to request the specified update electronically. The seller or the seller's authorized agent shall continue to have the right to request a hard copy of the specified update in person at the principal place of business of the association. If the requester asks that the specified update be provided in electronic format, neither the association nor its common interest community manager may require the requester to pay any fees to use the provider's electronic network or system. A copy of the specified update shall be provided to the seller or the seller's authorized agent.

K. When an association disclosure packet has been delivered as required by § [55.1-1809](#), the association shall, as to the purchaser, be bound by the statements set forth in the disclosure packet as to the status of the assessment account and the status of the lot with respect to any violation of the declaration, bylaws, rules and regulations, architectural guidelines, and articles of incorporation, if any, of the association as of the date of the statement unless the purchaser had actual knowledge that the contents of the disclosure packet were in error.

L. If the association or its common interest community manager has been requested in writing to furnish the association disclosure packet required by § [55.1-1809](#), failure to provide the association disclosure packet substantially in the form provided in this section shall be deemed a waiver of any claim for delinquent assessments or of any violation of the declaration, bylaws, rules and regulations, or architectural guidelines existing as of the date of the request with respect to the subject lot. The preparer of the association disclosure packet shall be liable to the seller in an amount equal to the actual damages sustained by the seller in an amount not to exceed \$1,000. The purchaser shall nevertheless be obligated to abide by the declaration, bylaws, rules and regulations, and architectural guidelines of the association as to all matters arising after the date of the settlement of the sale.

M. The Common Interest Community Board may assess a monetary penalty for failure to deliver the association disclosure packet within 14 days against any (i) property owners' association pursuant to § [54.1-2351](#) or (ii) common interest community manager pursuant to § [54.1-2349](#) and regulations promulgated thereto, and may issue a cease and desist order pursuant to § [54.1-2349](#) or [54.1-2352](#), as applicable.

N. No association may collect fees authorized by this section unless the association (i) is registered with the Common Interest Community Board, (ii) is current in filing the most recent annual report and fee with the Common Interest Community Board pursuant to § [55.1-1835](#), (iii) is current in paying any assessment made by the Common Interest Community Board pursuant to § [54.1-2354.5](#), and (iv) provides the disclosure packet electronically if so requested by the requester.

Appendix 5: Approved Fence Styles

Front Fence Style: Picket



Rear Fence Style: Board on Board





Georgetown South Community Council, INC

9444 Taney Road, Manassas, VA 20110

O (703) 361-4500 F (703) 229-4332

office@georgetownsouth.org

Request for Architectural Review Committee Approval (ARC)

Please submit any required City Permit approvals, designs, photos, property plat³ or drawing when requesting ARC approval.

| | | |
|---|------------|-----------|
| This form is designed to be completed electronically or in pen printing all information clearly. | | |
| Property Owner's Name | Date: | |
| Property Address where work is to be performed: | | |
| Mailing Address of Owner <i>(if different)</i> | | |
| City: | State: | Zip Code: |
| Telephone Home: | Work: | Cell: |
| Email: | Signature: | |

| | | | | | | |
|---|-------------------------------|-----------------------------------|---|----------------------------------|---|---|
| Please Check One of the Following: | | | | | | |
| Patio <input type="checkbox"/> | Deck <input type="checkbox"/> | Fence <input type="checkbox"/> | Door(s) <input type="checkbox"/> | Windows <input type="checkbox"/> | Retaining Wall <input type="checkbox"/> | Gutter <input type="checkbox"/> |
| Siding <input type="checkbox"/> | Shed <input type="checkbox"/> | Shutters <input type="checkbox"/> | Paint Color Change <input type="checkbox"/> | Roof <input type="checkbox"/> | Other <input type="checkbox"/> | (Please explain in the comments on the reverse side.) |

Provide a complete description on the reverse of the architectural/landscape alteration you are proposing (use additional pages if necessary). **Incomplete applications will be returned for clarification and/or completion.**

Specify or provide:

- Dimensions (Including Elevations)
- Types of Materials to be used
- A scaled drawing of the proposed design
- Colors, paint chips if applicable
- A plan or scaled drawing of the property showing the change and relationship to existing structures
- Approximate start/completion date.⁴

³ Plat plans should not be used in place of survey to determine property lines for installation of property line fencing, as the dwelling may not be sited exactly as shown on the plat.

⁴ Completion Date must not exceed six months from start date

In the space below, please describe in detail your changes:

| Comments: |
|-----------|
| |
| |
| |
| |

Owner's Acknowledgment:

I/we understand that:

- A. Material herein contained shall represent alterations that comply with the zoning and building codes of the City of Manassas. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to commencement of construction.
- B. No work shall commence until written approval of the ARC and/or the Board of Trustees has been received by me/us. Any alterations completed before approval of this application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
- C. All approved alterations must be completed within 180 days (6 months) of final approval.
- D. Approval is contingent upon all work being completed in a professional manner. Members of the ARC or Board of Trustees may make a routine inspection.
- E. This request is subject to restrictions by the Covenants and a review process as established by the Board of Trustees. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the ARC and/or Board of Trustees.

| GTS Office Use Only | |
|-------------------------|--------------|
| Approved: | Disapproved: |
| Reason for Disapproval: | |
| Signature: | Date |