

ARC - DESIGN GUIDELINES

(Revised 22 February 2012)

MONROE MANOR HOMEOWNERS ASSOCIATION

**POLICY RESOLUTION NO.1
DESIGN GUIDELINES
ARCHITECTURAL REVIEW COMMITTEE (ARC)**

WHEREAS, the Declaration of Monroe Manor Homeowners Association requires and authorizes the Board of Directors to create an Architectural Review Committee; and

WHEREAS, the Board of Directors has appointed the membership of an Architectural Review Committee pursuant to the documents; and

WHEREAS, Article IX, Section 9.1 (b), of the Declaration of Covenants, Conditions and Restrictions charges the Architectural Review Committee with the duty to regulate the external design, signage, appearance, use and maintenance of the property; and

WHEREAS, the Board of Directors is required to adopt Design Guidelines proposed by the ARC; and

NOW, THEREFORE, BE IT KNOWN THAT the following Design Guidelines are adopted by the Board of Directors.

I. PROCEDURE

A. Background Information

(1) These procedures and guidelines are provided as a supplement to the Covenants which each Homeowner received at or prior to settlement. The intent of these guidelines is to facilitate the Homeowner in obtaining approval for any alterations and/or additions which he or she may contemplate for his or her property.

(2) To conform to the Covenants, each proposed alteration or addition must be specifically approved by the Architectural Review Committee even though the improvement conforms to the guidelines that follow.

(3) The Architectural Review Committee will review proposals that do not comply with the following guidelines on a case by case basis. However, it is asked that homeowners modify their properties within these guidelines whenever possible.

(4) The Architectural Review Committee will consider only written requests as herein outlined. Oral requests will not be considered.

(5) Approval is required prior to commencing construction, so please allow enough lead time when filing your application. The ARC has 45 days to process a complete application, however typically responds in less time.

(6) Approval by the County or the Developer does not constitute approval by the Architectural Review Committee. However, applications with building permits attached typically support the request and help expedite the approval process.

(7) All approvals must be in writing.

B. Application Procedures

(1) All applications must include signatures of all homeowners affected by the proposed modification. There should be a minimum of two (2) signatures from adjacent Lot owners, or, if the subject Lot is adjacent to vacant Lots, signatures from those Lot owners affected by the proposed change.

ALL APPLICATIONS FOR EXTERIOR MODIFICATIONS MUST INCLUDE A HOUSE LOCATION SURVEY SHOWING EXACT LOCATION(S) OF THE PROPOSED MODIFICATION. House location surveys should be included in the settlement package each owner received at the time of settlement.

Application forms are attached to these guidelines and may also be obtained from Monroe Manor Homeowners Association by submitting a request to:

Monroe Manor Homeowners Association
c/o TWC Association Management
397 Herndon Parkway, Suite 100
Herndon, VA 20170
Main Number: 703-437-5800
Fax Number: 703-471-6578

(2) The completed application must be signed by the Homeowner and returned to the attention of the Architectural Review Committee at the above address. Please note signatures from adjoining "neighbors. noting awareness of the intended modification, are required as part of this application.

(3) The Architectural Review Committee will act upon the application as quickly as possible and notify the Homeowner of its disposition no later than forty five (45) days after receipt. The Architectural Review Committee usually acts within a shorter time frame.

(4) If a proposal is rejected, or accepted but modified by the Architectural Review Committee, the applicant is free to request that the Architectural Review Committee reconsider its position and is encouraged to present additional information which might help clarify the request or demonstrate its acceptability as originally submitted.

C Architectural Review Committee Review Criteria

The Architectural Review Committee evaluates all submissions on the individual merits of the application. Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the house model and individual site and effect upon neighboring dwellings or occupants, since what may be an acceptable exterior design in one instance may not be for another.

Design decisions made by the Architectural Review Committee in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria which represents, in more specific terms, the general standards of the Covenants.

(1) Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

(2) Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, neighboring homes and the neighborhood setting. Compatibility is defined as similarity in the architectural style, quality of workmanship, similar use of materials, color and construction details.

D. Enforcement Procedures

The Covenants (Article 12, Section 12.1) require all Owners to comply with all of the terms of the Association Documents and Rules and Regulations, as amended from time to time by the Board of Directors.

(1) The sources for reporting violations will be as follows:

- a. concerned residents (via Management or the Monroe Manor Homeowners Association);
- b. members of the Board of Directors; and
- c. Architectural Review Committee observations during the normal course of ARC business.

(2) Violations consist of:

- a. modifications completed or commenced without Architectural Review Committee approval, and
- b. modifications completed in a manner not consistent with approved plans.

(3) All violations will be confirmed by a site visit by the Architectural Review Committee.

(4) The owner will be contacted in writing as soon as possible concerning the violation. In those cases involving violations which are subject to increase or enhancement with the passage of time, a hearing notice will be sent immediately by certified mail and procedure six below will apply next.

(5) After a ten (10) calendar day period with no response from the owner, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the Board of Directors in accordance with the Virginia Property Owners' Association Act (VPOA), Code of Virginia, Chapter 26, Section 55-513 (B).

(6) If the case is not resolved during the hearing it may be turned over to the Board of Directors with a recommendation for legal action.

E. Meetings

(1) The Architectural Review Committee shall meet once a month or as needed at a time and place designated by the Architectural Review Committee. A meeting may be suspended if there is no business to address.

(2) Special meetings of the Architectural Review Committee may be called by any two (2) members after not less than three (3) days' notice to each member. A majority of the members shall constitute a quorum at any meeting.

II. MAINTENANCE STANDARDS

Property ownership includes the responsibility for maintenance of all structure and grounds which are part of the property. This includes, but is not limited to items such as grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety.

A. Exterior Appearance

Residents are responsible for maintaining the exterior appearance of their house and landscape and other improvements on their Lots in good order and repair.

While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions which would be considered a violation:

- 1) Peeling paint.
- 2) Damaged or dented mailboxes.
- 3) Fences with either leaning, broken, deteriorating or missing parts.
- 4) Recreation equipment, playhouses or dog houses with broken doors or in need of painting or other repairs.
- 5) Decks with missing or broken railings or parts.
- 6) Unkempt lawn and landscaping in need of mowing and pruning, or diseased, dying or dead plants.
- 7) Missing shutters, shingles, window panes or storm window parts, house numbers, bricks, siding, etc.
- 8) Storage of play items, yard equipment and other clutter in front or rear yards.

Most residents, undoubtedly, would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their Lots in good condition. The Association expects that all residents will undertake necessary maintenance to prevent any of the cited conditions from occurring in Monroe Manor.

B. Landscape Maintenance

Mow lawns, prune, control weeds, pests and diseases, apply supplemental water, replace mulch and other necessary maintenance measures to sustain the landscape in a neat, orderly, vigorous and healthy condition.

Turf areas need to be mowed at regular intervals, maintaining a maximum height of six (6) inches and a minimum height of two (2) inches. Changes to this requirement may be made according to specified plans.

No live trees with a diameter in excess of two (2) inches or no live vegetation on slopes greater than twenty percent gradient or marked "no cut" areas on approved site plans or located in recorded drainage easements may be cut without prior approval of the Architectural Review Committee unless necessary to construct improvements bases on plans previously approved by the Architectural Review Committee. The Association may set rules for cutting of trees to allow for selective clearing or cutting.

III. SPECIFIC PROJECT REQUIREMENTS

A. General

(1) Only the exterior materials existing on the primary structure, or materials compatible with the architectural design and character of the neighborhood, will be approved.

(2) Request for approval to change exterior color should relate to the colors of houses in the community. Exterior colors are to remain as close as possible to original colors. Contact your ARC for a list of original builder colors.

B. Antennas

No outside antenna, satellite dish, or amateur radio equipment or similar equipment shall be maintained on any Lot whether temporary or permanent.

C. Attic Ventilators

Attic ventilators or other mechanical apparatus requiring penetration of the roof should be as small in size as functionally possible and should be painted to match the roof. They should be located generally on the least visible side of the roof and not extend above the ridge line.

D. Clothes Drying Equipment

No clothesline or other clothes drying apparatus shall be permitted on any Lot.

E. Decks, Patios, and Screened Porches

(1) When designing and siting decks and or patios, careful attention should be paid to the impact on the external architectural image, as well as the compatibility between the detailing of the deck and or patio and the style of the house. Decks and patios may affect the privacy of adjacent properties.

(2) Decks and Patios must be approved by the Architectural Review Committee. Decks will not be allowed to extend beyond the side plane of the home. Roof or screens which would form a complete or partial enclosure must be compatible in design and scale to the existing structure, and must be approved by the ARC. **Applications for deck and patio modifications MUST include a house location survey showing exact placement of the deck and setbacks from the rear and side Lot lines.**

(3) Lumber used for decks and fences must be decay resistant and good quality, exterior grade wood. Metal decks are not permitted. Any staining or alteration of the natural color of the wood will generally not be approved with the exception that deck railings and pickets may be stained/painted light colors only. These colors must be compatible with the existing colors of the home. Any painting or staining MUST be approved by the ARC.

(4) Horizontal railings will generally not be approved. Vertical picket railings are preferred.

(5) Planting should be provided at post foundations and on low decks in order to screen structural elements and soften the visual impact of the deck. The ARC may require additional landscaping if the deck is visible from the street.

F. Driveways/Walks

Driveways shall be adequate length or width to park two (2) cars without intruding into the right-of-way. Modifications to the builder installed driveway, whether in material or in size and or dimensions, must be approved by the ARC. Entrance drive aprons shall be concrete and constructed in accordance with County standards.

Primary walks to the front door shall be concrete or other hard surface specialty paving systems (i.e. brick, concrete pavers or flagstone, etc.). Garden walks may utilize other materials however, must be specifically approved by the ARC.

G. Exterior Decorative Objects

Natural and man-made exterior decorative objects placed in front yards, side yards, or where visible from the street will not be approved.

Approval of such items in other areas (i.e., back yards) will be at the sole discretion of the ARC. Their use should be limited, located in the rear yard or where visibility is limited from neighboring homes and public or private streets, and in keeping with the overall character of the neighborhood.

Exterior decorative objects include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, flamingos, furniture, rocks, animals, large and or small stone(s) of any color, ponds, stumps, driftwood piles, free standing poles of all types, and items attached to approved structures, and the like.

H. Front Porch Benches

Front porch benches will be approved on a case by case basis, and must remain on the front porch of the home, not extending into the yard.

I. Exterior Painting

Repainting or staining to match original colors need not be submitted to the ARC for approval. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color should relate to the colors of the houses in the immediate area and MUST be approved by the ARC.

L. Fences and Shrubbery

(1) Where the goal is to define property boundaries, an "open" fence is appropriate. Boundary fences should show the property bounds as accurately as possible. The degree of "openness" of fences depends on its use. Remember that solid fences, which may be desirable for achieving privacy, may also provide unwanted shadows, loss of ventilation and views.

(2) No fencing shall be permitted in the front yard of any Lot. Generally, all side yard fencing must terminate within five (5) feet of the rear wall of the home. However, where certain conditions warrant, (including, but not limited to side exits, stairwells, areaways and grading conditions) fencing may extend up to two thirds (2/3) the distance from the rear plane of the house, forward. In addition, consideration will be given to adjoining property fence alignments where the appearance, consistency, and symmetry warrant the adjoining Lot owner's fence also extend up to two thirds (2/3) the distance from the rear plane of the house, forward. In these instances, solid fencing will be prohibited. **ALL** fence styles are subject to approval at the discretion of the ARC.

(3) The location offences on pipe stem Lots, Lots which adjoin pipe stem driveways, Lots adjoining extended driveways, and comer Lots, require special consideration regarding fence location. The ARC reserves the right to carefully consider each individual application because of the proximity of each Lot to the other, and the effect each modification can have on adjoining Lots. Fences must be located outside the ingress egress easement or, at a minimum, five (5') feet from the edge of pavement. Each application will be closely reviewed to ensure that any negative effects on the adjoining property owners are minimized.

(4) The construction of a fence may not be permitted where the siting of a home vis-à-vis one or more adjoining homes would result in the construction of a rear or side yard fence for the applicants Lot which would extend forward of the front plane of the home(s) for the adjoining Lot(s). Only open style fence's will be approved for fencing along property lines. In such cases, the ARC will require the specific written approval of any adjoining Lot owner(s) who would be affected.

(5) Fences on corner Lots shall be no closer to the street than the required building setback.

(6) Landscaping may be required by the ARC in order to soften the visual impact of fencing.

(7) No wrought iron, chain link, mesh, barbed wire, stockade, basket weave, alternating finished/unfinished, or horizontal board fences will be allowed .. Homeowners building fences to protect small children and pets are encouraged to select a fence style compatible with that purpose.

(8) Fences shall be wood only, and of good quality; treated or exterior grade lumber. Fences will be left unpainted to weather naturally. **Under no circumstances can fences be higher than six (6').**

(9) Fencing which is finished on one side only must be constructed with the finished side facing out. All fence pickets must be installed on the outside of the posts.

(10) Removal or modification of fencing can only be done with approval of the Architectural Review Committee.

(11) Any wall above grade, retaining, decorative, or otherwise, must have Architectural Review Committee approval.

(12) All plantings not planted at ground level within two (2) feet of the home, deck, or shed must have approval of the Architectural Review Committee. All garden enclosures greater than six (6) inches high must have Architectural Review Committee approval.

K. Fireplace Chimneys, and Flues

(1) All external chimneys and/or flues not installed by the builder prior to settlement, must have ARC approval.

(2) External chimneys and/or flues must be enclosed in brick or materials compatible in design, location, and color matching the exterior of the home and cannot be located in the front of the house.

L. Firewood

Locate neatly stacked firewood in rear yards only. Do not utilize firewood stacks for storage of debris or other material. Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required. If the above criteria are met, ARC approval is not required.

Firewood shall not be stored on common areas.

M. Grills

All outdoor cooking equipment must meet County code and should be stored in backyards and at least ten (10) feet from any property line.

N. Gutters and Downspout

Gutters and downspout should match the color of adjacent materials to minimize their visual impact. Downspout should be located and directed such that adjacent property is not adversely impacted by storm water run-off.

O. House Numbers

House numbers are required and should be legible but of a size and material which is appropriate for the style and size of the house. Oversized numbers are not allowed. Locate house numbers such that they will be illuminated by front entry lights. All modifications relating to house numbers must be approved by the ARC.

P. Insect Control Devices

No insect control device shall be installed or operated in such a way as to cause discomfort to the neighbors and rmy only be operated during those times when the immediate area protected by the device is occupied by the Owner and guests. Insect control devices shall be turned off by 10:00 PM on weeknights and 11:00 PM on weekends.

Q. Lighting

Exterior lighting shall not be directed outside the boundaries of a Lot or in such a manner as to create an annoyance to the neighbors or motorists. Lighting fixtures should be compatible

in style and size with the architecture of the house. Entry lighting should illuminate the house number. Pole height for all free standing lighting is limited to eight (8') feet from ground at base of post.

R. Mailboxes

Only mailboxes meeting Design Guidelines or approved by the Architectural Review Committee " are' permitted: 'The style provided by the builder cannot be changed without ARC approval. Information pertaining to mailboxes is found on the following page.

S. Recreation and Play Equipment

(1) Locate equipment in rear yards only. Consideration must be given to Lot size, equipment design and size, and the impact on views from neighboring properties.

(2) Permanent basketball backboards and poles are prohibited. Temporary basketball goals must be removed from sight when not in use. Temporary basketball goals should not remain in sight for any 24 hour period.

(3) Equipment utilizing natural materials or colors is encouraged. Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.), will generally not be approved. All play equipment must be kept in the rear of the home and not be visible from the street.

T. Retaining Walls

Retaining walls shall be brick, natural stone, or new wood timbers and located outside the drip line of existing trees. No exposed concrete on face of walls will be allowed. No creosote railroad ties either new or used, will be allowed.

U. Sheds and Doghouses

Locate sheds and doghouses in rear yards only. Sheds and doghouses should match the existing color scheme of the home or left natural. Sheds must be screened from sides visible by neighbors. All structures must be adequately maintained.

Consideration must be given to Lot size, shed design and size, and the impact on views from neighboring properties. Plastic sheds/structures of any type will generally not be approved. Sheds may be placed under decks if screened with lattice or sufficient landscaping. Lattice should remain natural in color,

No structure of a temporary character, and no trailer, tent, shack, barn, pen, kennel, run, stable or other temporary accessory building shall be erected, used or maintained on any Lot except in connection with construction activities or as approved by the Architectural Review Committee.

V. Shutters

Shutters should be compatible with the style, materials and colors of the house and should be of proper size and proportions to match the window to which they relate.

W. Signs

1) No signs of any character shall be erected, posted or displayed in a location that is visible from the Common Area; or any other Lot, that does not comply with Design Guidelines without the prior written approval of the ARC.

2) Real estate signs must meet County regulations with respect to size and content. Real estate signs may only be placed in the front yard of the available property. Signs may not be placed on common area.

X. Storage of Boats, Trailers or Recreational Vehicles

Except in connection with construction activities, no commercial trucks or vans or trailers, campers, recreational vehicles, boats or other large vehicles, including grounds maintenance equipment, or ATVs, dune buggies, or trail bikes may be parked or used on any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within or adjacent to the Property, unless expressly permitted by the Board of Directors and only in such parking areas or for such time periods (if any) as may be designated for such purpose. Parking of all such vehicles and related equipment, other than on a temporary and nonrecurring basis, shall be in garages or in areas designated by the Board of Directors, if any. No junk or derelict vehicle or other vehicle on which current registration plates and current county and state inspection permits are not displayed shall be kept upon any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within or adjacent to the Property.

Y. Storm and Screen Doors

(1) Storm or screen doors should have full view glass (no panels) with no ornamentation such as scallops, scrolls and imitation gate hinges. Storm or screen doors should be painted either the same color as the entry doors behind them, the trim, or siding. No metal grill work or decorative trim shall be allowed on either storm or screen doors.

(2) Storm/screen windows should have frames which match the color of the exterior window trim.

(3) Front door trellises will not be approved.

Z. Sun Control Devices

Sun control devices including awnings and sun screen film on windows shall not be allowed. Solar collectors will only be allowed if they cannot be seen from the public street or from adjacent homes.

AA. Swimming Pools

No permanent above ground pools will be allowed. Pools must be located in rear yards only and the pool wall should be kept an adequate distance away from adjoining property. Minimize removal or disturbance of existing trees to the greatest extent possible. Encroachment into save areas is discouraged.

Pool construction, fencing and gates shall be in accordance with applicable governing agency codes. Fences and gates should conform to that portion of these standards pertaining to fencing. However, applicable governing agency codes take precedence; especially with regard to safety.

Screen pool mechanical equipment from public view by architectural treatment, fence or plantings. Although minimum requirements are unspecified, appropriate landscaping will enhance the pool environment, and lessen impact on neighboring property.

AB. Trash Cans and Recycling Bins

(1) Trash cans and recycling bins must be stored out of sight at all times. Trash cans and recycling bins must be removed from the front curb following emptying and are never to be stored in front of the house or remain in public view on non collection days.

(2) Containers shall be placed for pickup at designated locations (typically curbside in front of the home) no earlier than after sunset on the night preceding scheduled collection days.

(3) Trash shall be placed for pickup in secure containers manufactured for trash storage purposes only. Paper products, products that are easily affected by time or weather, or products that are not resistant to access by animals and the like, are not sufficient.

AC. Vegetable/Flower Gardens

An application must be submitted for vegetable/flower gardens in which any of the following conditions apply:

A) If any part of the garden is outside the area between the back of the house and fifteen feet (15') from the rear property line and eight feet (8') from the side property lines.

B) If the size of the garden exceeds 1/4 of the area described in (A) above.

C) If the garden is planted on a grade exceeding a ratio of one (1) foot vertical fall in twenty (20) feet horizontal.

D) If there is the possibility of damage to property below it through the flow of water onto the lower property.

E) Owners should ensure that compost piles are located in the rear of the home and should be properly maintained. Compost piles should not affect neighboring Lots in any way (i.e. sight or smell).

AD. Window Air Conditioners

Window air conditioners will not be approved. Compressors for central air conditioning units and heat pumps should be screened by architectural treatment or appropriate landscaping.

AE. Home Additions

(1) All additions to homes must be approved by the Architectural Review Committee prior to the commencement of construction. In general, additions will not be allowed to extend

beyond the side plane of the existing home. Roofs, windows, siding, and other materials which would form the external enclosure of the addition must be compatible in design and scale to the existing structure, using materials of equivalent or better quality than the original building materials. Additions should be built upon a foundation similar to the existing home's foundation.

(2) Applications for home additions **MUST** include a house location survey showing exact placement of the addition and setbacks from the rear and side lot lines, as well as detailed construction plans including a complete list of the materials to be used and proposed construction schedule and plan. A landscaping plan should also be provided with the home addition plans. The ARC may require additional landscaping if the home addition is visible from the street and/or other properties. All proposed landscaping shall be similar in style to what already exists within the neighborhood. Home additions and the associated landscaping shall not alter the drainage to adversely affect community owned or other homeowner's properties.

(3) When designing and siting home additions, careful attention should be paid to the impact on the external architectural image as well as the compatibility between the detailing of the addition and the style of the house. Additions may affect the privacy and security of adjacent properties and will be evaluated not only on the design of the addition but also on the appropriateness of the design in relation to the property and the surrounding environs.

NOTE

It must be noted that the Architectural Review Committee is a committee designed to preserve the value of homes in Monroe Manor by reasonably regulating the external appearance of the homes in this community. If a homeowner modifies his property in a manner which detracts from the attractiveness or value of surrounding units, the neighbors are encouraged to write to the Architectural Review Committee for immediate review and possible action. In addition, if a modification is rejected by the Architectural Review Committee due to the impact on neighboring properties and the neighbors collectively approve the change, please write to the Architectural Review Committee expressing your approval. In a neighborhood as large as ours, communication is essential. These guidelines are subject to periodic review by the Architectural Review Committee and Board of Directors. Owners will be advised in writing of changes.

MONROE MANOR ARCHITECTURAL REVIEW COMMITTEE
DESIGN GUIDELINES

These procedures and guidelines were adopted by the Architectural Review Committee this 20th
day of Nov 1995.

ARCHITECTURAL REVIEW COMMITTEE

By: Tara M Craven
Tara M. Craven, Chairman

WITNESS: [Signature]

These procedures and guidelines proposed by the Architectural Review Committee are hereby
approved and confirmed by the Board of Directors of Monroe Manor Homeowners Association
this 20th day of Nov 1995.

BOARD OF DIRECTORS
MONROE MANOR
HOMEOWNERS ASSOCIATION

By: Tara M Craven
Tara M. Craven, President

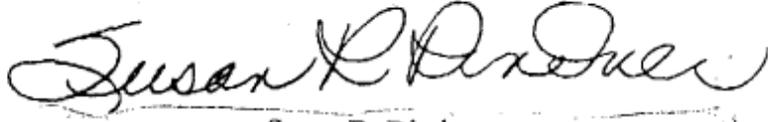
ATTEST: _____

I hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the
Board of Directors of the Monroe Manor Homeowners Association this 20th day of Nov
1995.

[Signature]
Brandi Turman, Secretary/Treasurer
Board of Directors

While it is not our desire to act as "policemen" for the community, it is our goal to enforce these regulations in a consistent manner, while addressing all the unique circumstances of each case, to ensure fairness. If you feel that any of the regulations are inappropriate for this community, please raise these issues now, when we have the opportunity to-revise the community guidelines, and not wait until you have been cited for a violation. This community belongs to all of us. We want your input in the decision making process.

Sincerely,



Susan R. Rindner
ARC Committee Chairperson

SRR/c

Enclosure

Acceptance of Amendments

These procedures and guidelines, incorporating amendments from the original document as adopted by the board of directors between 1995 and 2011 in accordance with the community by-laws, are hereby approved and confirmed by the Board of Directors of Monroe Manor Homeowners Association this 22nd day of February 2012.

BOARD OF DIRECTORS, MONROE MANOR HOMEOWNERS ASSOCIATION

Gordon Jarratt, President

Doug Barbee, Vice President

Jerry Chickillo, Secretary

John Bull, Treasurer

Rich Schwarzkopf, At-Large

Attested By: Kim Hendon, TWC

**MONROE MANOR HOMEOWNERS ASSOCIATION (HOA)
APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____ WORK PHONE: _____ LOT NO. _____

FIRST SUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the ARC Design Guidelines for specific submittal requirements for each proposed change.
2. Submit application, drawings, and other required documents by the **1st of the month** to:

Monroe Manor HOA

c/o TWC Association Management

397 Herndon Parkway, Suite 100

Herndon, VA 20170

www.twcmanagement.com

Telephone (703) 437-5800

Fax (703) 471-6578

3. All exterior alterations require a house location survey (plat diagram) indicating the location of the proposed change, except exterior painting, storm/garage doors, and shutters. The house location survey should show exact placement of exterior alteration including setbacks from the rear and side Lot (property) lines. Please provide details on materials of proposed change (i.e., type, dimensions, height, color, etc.).

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of all property owners adjacent to and affected by the change (adjacent to all side, rear, and front property lines; also across the street if impacted by a front exterior modification):

Name/Street Address

I acknowledge reviewing this change

_____	_____
_____	_____
_____	_____
_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____

(Allow 45 days for ARC approval prior to start date. Allow enough lead time when filing your application.)

1. I agree that compliance with Monroe Manor HOA Architectural Guidelines and approval by the ARC do not constitute compliance with county building and zoning codes, and ARC approval shall not be construed as a waiver or modification of any code restriction.
- 2 I agree that no changes will be started until written approval of the ARC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the ARC and Board of Directors shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within 3 months of the approval date and completed within 6 months thereafter.

HOMEOWNER'S SIGNATURE : _____ DATE: _____

ARCHITECTURAL REVIEW APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **A House Location Survey (Certified Plat)**. A copy of your plat **MUST** be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn on the plat. Drawings should be to scale. Plats are not required for paint changes, storm doors/windows, or other such modifications.
2. **Detailed Drawings**. A full set of architectural drawings **MUST** be included for changes such as decks, fences, patios, etc. Landscaping plans, including size and type of plants, as well as number to be planted, must be included.
3. **Dimensions**. Provide all dimensions, including height, roof slope, etc. on new construction.
4. **Description of Materials**. Provide a list of all materials to be used in the proposed construction.
5. **Description of Colors**. Applications for colors which are not the original color of house and/or trim **MUST** be accompanied by actual color samples and not photos.
6. **Photographs**. Photographs of existing conditions are helpful to the Architectural Committee.
7. **Drainage**. Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
8. **Signatures of Property Owners**. Obtain signatures of all property owners who will be most affected by the change. **A minimum of TWO signatures are required with the application.**
 - a. For **decks and fences** please include numbers 1 - 6, and 8 (#6 is optional).
 - b. For **landscaping** include numbers 1 - 3, 6, and 8.
 - c. For **sheds and doghouses** include numbers 1 - 4, 6 and 8 (#6 is optional).
 - d. For **storm and screen doors** include numbers 5 - 6, and 8.
 - e. For **lattices** include numbers 2 - 4,6 and 8.
 - f. For **recreation and play equipment** include numbers 1 - 6 and 8.
 - g. For **patios** include numbers 1 - 4, and 8.
 - h. For **home additions** include numbers 1-8.

**** PLEASE MAKE SURE TWO (2) SETS OF COPIES ARE SENT WITH YOUR REQUEST****