



GLEN ALLEN

HOMEOWNERS
ASSOCIATION

ARCHITECTURAL GUIDELINES

TABLE OF CONTENTS

Objectives	1
Introduction	2
Authority	2
ARC review criteria	2
Amendments to the ARC Guidelines	4
Application review procedures	4
Appeal of an ARC decision	4
Enforcement procedures	4
Right of entry.	5
What changes must have ARC approval?	5
What to include in an application to the ARC.	6
Guidelines	7
Fences	7
Landscaping	8
Storage sheds	10
Patios and decks	10
Storm and screen doors/windows	10
Recreation and play equipment	11
Major exterior changes	11
Maintenance guidelines	12
Exterior appearance	12
Mowing	12
Trash removal	12
Erosion control	12
Pesticides and herbicides	12
Animals	13
Antennas	14
Exterior decorative objects	14
Exterior lighting	14
Electronic insect traps	14
Exterior painting	14
Flagpoles	14
Barbecue grills	14
Compost piles	15
Hot tubs	15
Exterior unit air conditioners	15
Clotheslines	15
Awnings	15
Gutters and downspouts	15
Attic ventilators	15
Firewood	15
Signs	16
Solar panels	16
In-Home businesses	16
Boats, trailers, campers, mobile homes or rec. vehicles	16
In general	17

OBJECTIVES

The overall objective of this document is to serve as a guide to both the members of the Architectural Review Committee (ARC) and homeowners in maintaining and enhancing the carefully designed environment of Glen Allen. These guidelines and standards address improvements for which homeowners will most often submit applications to the ARC. They are not intended to be all inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community of Glen Allen.

The specific objectives of this document are:

1. To provide uniform guidelines to be used by the ARC in reviewing applications in light of the goals set forth in the Declaration and By-Laws of Glen Allen Homeowners Association and the actions of the Board of Directors (Board).

2. To assist homeowners in preparing an application acceptable to the ARC.

3. To increase homeowner awareness and understanding of the Declaration.

4. To describe the organization and procedures involved with the architectural standards established by the Declaration and the Board.

5. To illustrate basic design principles which will aid homeowners in developing exterior modifications and improvements that are in harmony with the immediate neighborhood and the community as a whole.

INTRODUCTION

All current and future residents and homeowners of the community will benefit from the planning and design that has been an important part of the development of Glen Allen and the Association.

The purpose of design controls is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the overall environment of the community.

This document is designed to address exterior alterations and additions made by homeowners to their dwelling and property, the maintenance of the property, vehicle operation and maintenance, pets and other activities by residents and homeowners that directly impact on your neighbors and the Association as a whole.

AUTHORITY

The authority for the rules and regulations delineated within this document is found in the Declaration which is a part of the deed to every property in Glen Allen. The Declaration establishes Glen Allen Homeowners Association (HOA) as well as the ARC.

As a homeowner, you should have received a copy of the Declaration in the homeowner's document package. These covenants "run with the land" and are binding on all homeowners and residents. As a result, they should be fully understood by each homeowner and resident. If you have any questions you should call or write to the Association.

ARC REVIEW CRITERIA

The ARC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is because what may be acceptable in one instance may not be in another. For example, exterior changes to homes on corner lots may be more restrictive than interior lots due to increased exposure to neighbors.

When a proposed modification has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the ARC. It may be appropriate in some cases to submit the comments of your neighbors with the ARC application. Please verify that your application has been approved by the ARC prior to the purchase of materials and/or equipment and prior to obtaining a building permit.

The following criteria represent the general standards that will be used in reviewing and evaluating the applications and designs.

1. Validity of Concept. All applications are reviewed as to the soundness of the basis idea, the appropriateness to the immediate surroundings, and the existing character of the community.

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

3. Location and Impact on Neighbors. The proposed modification should relate favorably to the landscape, existing structures, and the neighborhood. Primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property.

4. Scale. The size (in three dimensions) of the proposed modification should relate appropriately to the adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

5. Color. Color may be used to soften or intensify visual impact. Parts of the modification that are similar to the existing house (such as the roof and trim) should be matching in color.

6. Materials. Continuity is established by use of the same or compatible materials that were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. On the other hand, an addition with siding may be compatible with brick.

7. Workmanship. Workmanship is another standard which is applied to all exterior modifications. The quality of work should be equal to or better than that used in the community. Poor practices, besides causing the owner problems, can be visually objectionable to others and create safety hazards. The homeowner assumes all responsibility for the safety of new construction and damage/repairs to common grounds and improvements.

8. Timing. Projects must be commenced within six (6) months of approval and are to be completed within six (6) months from the time construction begins unless otherwise stated in the application and approved by the ARC. Projects not commenced within six (6) months of approval must reapply to the ARC.

AMENDMENTS TO THE ARC GUIDELINES

The ARC will periodically conduct an evaluation to determine if these guidelines need to be amended. It is anticipated that any changes would be primarily additive and would not involve substantive changes of existing rules and regulations.

APPLICATION REVIEW PROCEDURES

All applications should be submitted in duplicate to the ARC. The application will be forwarded to the ARC and reviewed for completeness. If the application is complete the review process will begin. If not, the application will be returned to the homeowner for additional information. The ARC has sixty (60) days from the date of acknowledged receipt of a complete application to review it (or to respond to a request asking for additional information). The decision of the ARC will be sent by letter to the applicant's address. Failure of the ARC to act upon any request within sixty (60) days after the date of acknowledged receipt shall result in the request being automatically approved unless the proposed modification is in conflict with the existing rules and regulations.

APPEAL OF AN ARC DECISION

An appeal may be made if it appears that one of the following situations occurred:

1. Proper procedures were not followed during the administration and review process.
2. The decision was arbitrary and had no rational basis.

To initiate the appeals procedure, applicants or other affected homeowners or residents must submit a written request for an appeal within fifteen (15) days of the applicant receiving the ARC decision. The appeal will be referred to the Board of Directors for review at the next regularly scheduled meeting of the Board. The decision of the Board will be final.

ENFORCEMENT PROCEDURES

The following procedures will be taken by the ARC to enforce the rules and regulations as set forth in these guidelines.

1. All homeowners and residents of Glen Allen shall comply with all of the provisions of the Declaration, the By-Laws and all subsequent rules and regulations promulgated by the Board. Failure to comply with the aforementioned documents shall be grounds for action to recover damages or injunctive relief, for

the suspension of voting rights and the use of recreational facilities, for foreclosure of liens or any legal or equitable relief deemed appropriate.

2. In the event any rule or regulation of the Association is violated, the homeowner shall be notified of the violation by first class mail. Notice shall be sent to the address shown on the books of the Association. If the homeowner is a non-resident, a copy of the violation notice shall also be sent to the tenant by first class mail.

3. In any instance where the violation continues after fifteen (15) days' notice, the Association may take action, at the homeowner's expense, to correct the violation. Notification of the action taken and the cost incurred will be made to the homeowner by certified mail, return receipt requested.

4. The homeowner shall have the right to appeal any violation citation. The request for appeal must be submitted in writing and received by the Association within ten (10) days of receipt of the violation notice.

In the event the homeowner does not bring the violation into compliance within fifteen (15) days, or submit a request for appeal within ten (10) days of the date of receipt of the violation notice, corrective action and/or appropriate legal action, fines and penalties resulting from violations or citations will be taken by the Association. The homeowner will be held liable for any and all costs incurred in connection with the correction of the violation. (See Article VII, Section 18, Declaration of Covenants).

Please note that the failure of the ARC to enforce any provision, covenant, restriction, rule or regulation shall in no event be deemed a waiver of the right to do so thereafter.

RIGHT OF ENTRY

As stated in Article VI, Section 2 of the Declaration, the Association has the right to enter any Lot or home to make necessary corrections.

WHAT CHANGES MUST HAVE ARC APPROVAL?

All exterior modifications require the approval of the ARC unless otherwise noted in these guidelines.

No fence, wall, accessory building, porch, deck, shed, awning or any other structure of any kind shall be commenced, erected or maintained upon any Lot, nor shall any exterior addition, change, alteration or improvement, including change of colors, be made to any building upon any Lot or affecting any exterior feature, including but not limited to exterior lighting, shades,

screens, patio covers, fences, walls, slabs, sidewalks, curbs, gutters, patios, balconies, porches, driveways or storm doors, and neither shall any substantial changes, additions or modifications be made to or in regard to Lot landscaping, including but not limited to, fountains, lights, retaining walls, planter boxes and decorative ornaments, until the plans and specifications showing the nature, kind, shape, height, materials, color and location of same have been submitted to and approved in writing by the Board as to harmony of external design and location in relation to surrounding structures and the confines of the Lot. The Board may delegate its responsibilities hereunder to an architectural committee, composed of three (3) or more members appointed by the Board, who may or may not be owners.

These sentences explicitly state that any change, permanent or temporary, to the exterior appearance of one's dwelling or property must be approved by the ARC. Further, once a plan is approved it must be followed or a modification must be approved by the ARC.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application.

WHAT TO INCLUDE IN AN APPLICATION TO THE ARC

Generally, the following items should be a part of every application and submitted in duplicate.

1. A Site Plan. A site plan is most easily prepared by submitting a copy of the property plat. Proposed changes should be indicated including dimensions and distances from adjacent property and houses.

2. Material and Color. Description of the materials and colors to be used and an indication of the existing colors and materials should be provided. Where materials and/or colors are compatible but different from those of the existing structures, samples of color chips should be submitted for clarity.

3. Drawings and Photographs. A graphic description should be provided, and may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. Relationships of major architectural features such as existing and proposed roof lines, window sizes and alignment, building heights, roof slopes, exterior elevations for the proposed structure, and if appropriate, plans or provisions for landscaping or grading, etc., should be shown as they affect the applicant's house, and as they relate to adjacent properties. In

any case, the sketch, diagram or photograph must be accompanied by a written description.

4. All appropriate local ordinances and building permit approvals are the responsibility of the homeowner.

GUIDELINES

In accordance with Article V, Section 4 of the Declaration, the Board of Directors with the advice and consultation of the ARC has adopted these guidelines to interpret and implement the architectural control and use requirements as defined in the governing documents. These guidelines are not intended to supersede the covenants themselves, but to enunciate the consensus of the Board as representatives of the community as a whole on the standards which should be followed by the ARC in discharging its duties and responsibilities.

The guidelines which follow address a broad range of exterior modifications for which homeowners frequently submit an application to the ARC. It would be impossible to address each specific design condition. As a result, these guidelines present the principal factors which should be considered when developing a design. More specifically, these guidelines define the limits to size, quality of construction, location, materials and color based on the intended use and relationship to adjoining properties rather than focusing on a particular construction detail or a specific design alternative.

The individual merits of each application will always be considered by the ARC. The use of these guidelines should assist the homeowner in gaining timely ARC approval. The applicant who follows the guidelines should expect written approval or rationale as to why the application was not approved within sixty (60) days.

These guidelines should in no way restrict the homeowner in the design of a well thought out alternative approach. All such improvements, modifications, repairs, excavations or other work must comply strictly not only with the provisions of the Declaration and these guidelines, but also with the applicable requirements of the federal, state, county and local law. It is the responsibility of individual homeowners to obtain any necessary building permits, variances, exceptions or other governmental approvals prior to the start of any construction.

FENCES

Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and properties of adjacent homeowners. Careful consideration should

be given to the basic fencing concept and the manner in which the concept is executed. Any fence or wall built on any Lot shall be maintained in a proper manner so as not to detract from the value and desirability of surrounding property.

No front yard fences will be allowed, other than those previously installed by the builder as part of the overall community landscaping. All approved fencing must be constructed of pressure treated, unstained and unpainted wood with all fence posts located to the interior of the fence (style permitting) with the finished side facing out. Where deemed appropriate, the ARC may impose as a condition for approval of fencing that the homeowner install and maintain appropriate shrubbery of sufficient height and density to minimize its visibility from surrounding areas.

1. Privacy Panels. For the purpose of providing limited privacy in the rear yards of homes, privacy panels will be considered by the ARC under appropriate circumstances.

2. Perimeter Fencing. The style, design, color and material of all such fencing must be approved by the ARC. With the exception of corner lots and where necessary to avoid natural obstacles, such fencing will be installed on the property line. No fencing may extend closer to the street than the front corner of the house.

3. No fence over three (3) feet high is allowed on any Lot which is located at the intersection of two streets, the purpose of such restriction being to avoid the obstruction of views at such intersections. On any Lot located at the intersection of two streets, no fence or wall can be closer to the streets than the front corner of the house most distant from the street.

4. Any owner of a Lot that abuts Mount Oak Road who wishes to erect a fence is also subject to approval by the City of Bowie. The fence must be a wood, solid board style per the plan detail attached (Exhibit D). The fence must include a gate and be located on the dwelling unit side of any landscape buffer.

5. Prohibited Fencing. No double fencing will be permitted. Double fencing refers to two separate adjacent fences within twenty (20) feet of each other. No metal or wire fencing, including but not limited to, chain link and chicken wire will be permitted. No fence taller than six (6) feet in height is permitted.

LANDSCAPING

Care should be exercised in the planting and maintenance of trees and shrubs on your Lot to prevent obstruction of sight lines required for vehicular traffic. Except for flower gardens, shrubs and trees, which shall be neatly maintained, all open lot

areas shall be maintained in lawns or other materials approved by the ARC.

It is the responsibility of the homeowner to ensure that his Lot is mowed and all gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises and dead growth. No homeowner may remove a sound hardwood tree measuring more than six (6) inches in diameter two (2) feet above the ground without prior written approval of the ARC.

Consideration should also be given to types of trees to be planted, specifically with regard to size of mature trees, and how the roots will affect water lines and underground cables, etc.; if such plantings result in complaints by neighbors, the ARC will consider appropriate measure to resolve the problems(s).

Applications should include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of planting to the house and adjacent dwellings. Vegetation supports such as poles, strings or other structures will not be approved higher than forty-eight (48) inches. Trellis or arbor structures which normally are higher than forty-eight (48) inches will be considered on a case-by-case basis.

An application IS NOT REQUIRED for:

1. Plantings around the foundation, trees, or single plantings.
2. Vegetable gardens which meet the following conditions: they are located in the rear of the house; the size does not exceed two hundred (200) square feet in one area; and it does not damage property below it through the flow of water onto the lower property.

An application IS REQUIRED for:

1. Hedges more than two (2) feet in height or eight (8) feet in length, or other features which in effect become structures, fences or screens.
2. Railroad ties or garden timbers in their natural color which form a wall over twelve (12) inches high or eight (8) feet long. Include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes.
3. Rock gardens in the event rocks or collections of rocks exceed twenty-four (24) inches in any direction. All rocks shall be left their natural color.

An application MUST BE SUBMITTED for gardens which do not meet the above requirements.

STORAGE SHEDS

Storage sheds can aesthetically affect both individual property and the neighborhood. As a result, all storage sheds are disallowed as documented in the Declaration, Article VII, Section 12.

PATIOS AND DECKS

Patio and Deck Location. Applicants should review fence design criteria with respect to visibility, privacy and materials prior to design. In all cases, decks and porches must be designed and constructed so as to minimize the visual impact from neighboring properties. Patios and decks should be located in rear yards.

When patio and deck schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of these guidelines should be consulted prior to application.

Decks. All decks are to be of unstained, unpainted, pressure treated wood. Applications must include a site plan showing the size of the deck, its location as it relates to the applicant's house and adjacent houses and property lines, a description of the materials to be used, and details of railing, trellises, posts, stairs, steps, benches, etc., as required to clearly describe the proposal. Include the height of the deck off the ground. Deck railings shall be a minimum of thirty-six (36) inches and shall not exceed forty-two (42) inches in height.

Trellises/Arbors/Gazebos/Screening. The use of trellises, arbors, gazebos and privacy screening will be reviewed on a case-by-case basis and should be incorporated into the overall design of the deck.

Ground Level Patios. All ground level patios must be approved by the ARC.

SCREEN AND STORM DOORS/WINDOWS

Doors should be as harmonious as possible with the architectural character of the dwelling unit. Storm or screen doors should be painted the same color as the entry doors behind them or the surrounding wood trim. Storm and screen window frames must match the trim of the house or be white. No plastic covering, awnings or security bars will be permitted on the exterior (outside) doors or windows.

RECREATION AND PLAY EQUIPMENT

Basketball Backboard. Requests for permanent basketball backboards on private property will not be approved.

Skateboard Ramps. Requests for non-portable skateboard ramps on private property will not be approved.

Playground Equipment. Playground equipment including but not limited to swing sets, gym sets and sand boxes will be considered. All such structures must be located in the rear yard of the property in a location selected to minimize impact on neighboring properties. The most desirable material for these structures is wood left natural in color. Location, materials, size and color will be key factors in the decision of the ARC.

If the approved playground equipment becomes a nuisance to neighboring properties, the ARC in its sole and absolute discretion will require prompt removal of the equipment from the property.

MAJOR EXTERIOR CHANGES

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to, construction of driveways, garages, porches, greenhouses, rooms, fireplaces, chimneys, other additions to a home, etc.

More specifically, the design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent houses. The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties. Pitched roofs must match the slope of the roof on the applicant's house and should be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials must be stored so that any impairment of views from neighboring properties is minimized. Excess material should be immediately removed after completion of construction.

MAINTENANCE GUIDELINES

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the property. This includes, but is not limited to items such as mowing 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.

EXTERIOR APPEARANCE

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences and playground type of equipment. No storage of bicycles, trash or trash cans, barbecue grills, snow shovels, tires, work tools, boxes, firewood, building supplies, etc., in the front of the property is permitted.

MOWING

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. Planted beds must be kept in a neat and orderly manner.

TRASH REMOVAL

Each resident is responsible for picking up litter on his property and preventing windblown debris from originating from his Lot.

At no time is the Association common area considered a dumping ground for debris. Removal of trash and debris from all Association areas accumulating from resident usage will be completed as necessary. Remember that the removal of trash costs the Association dollars, and voluntary resident and neighborhood cleanup, in addition to controlling litter at the source, saves everyone money.

EROSION CONTROL

Each resident is responsible for seeing that their Lot is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems.

PESTICIDES AND HERBICIDES

Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important. Avoid use of pesticides and herbicides if

at all possible, but when necessary use with caution and follow instructions to avoid run-off problems.

ANIMALS

As stated in Article VII, Section 8 of the Declaration, "No birds or animals shall be kept or maintained on any Lot except for domestic purposes." Section 14 of Article VII states that "No maintenance, keeping, boarding or raising of animals, livestock or poultry of any kind, regardless of number shall be permitted on any Lot or within a Completed Dwelling Unit, except that this shall not prohibit the keeping of dogs, cats or caged birds provided they are not kept, bred or maintained for commercial purposes and, provided further that such domestic pets are not a source of annoyance or nuisance to the neighborhood or other members." No more than three (3) pets per household are allowed.

Specific rules and regulations governing pets have been adopted by the Association. They are as follows:

1. The Board has extended permission to the County Animal Warden to enforce all applicable portions of the County Code with regard to all animals within the community.

2. No kennels for breeding or for multiple pets are allowed on the property.

3. Owners and all other persons who are owners and/or custodians of pets shall not allow such a pet to run at large. A dog or cat shall be deemed to run at large while roaming, running or self-hunting or when not restrained by a dependable leash and controlled by a responsible person as defined by the County Code.

4. All pets must have appropriate shots, licenses and tags as required by County Code.

5. Pet owners shall be responsible for the immediate clean up and proper disposal of pet wastes deposited in the common areas. Pet owners shall be responsible for any and all costs incurred in the repair of damages to the common areas caused by their pet(s).

6. Residents or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the community. Actions which may constitute a nuisance include, but are not limited to, barking, crying, scratching or being hygienically offensive.

7. Pets shall not be chained or confined in any common area.

8. Residents should report any violations of the above noted items to the County Animal Warden.

ANTENNAS

Exterior antennas and satellite dishes are prohibited per the Declaration, Article VII, Section 10.

EXTERIOR DECORATIVE OBJECTS

Exterior decorative objects such as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, other types of lawn ornaments and freestanding poles of all types are not allowed in the front yard or on the front porch and are discouraged in the back yard unless specifically approved by the ARC.

EXTERIOR LIGHTING

Any additional exterior lighting must be approved by the ARC and shall be directed in such a manner as to not create an annoyance to neighbors.

ELECTRONIC INSECT TRAPS

Electronic insect traps will be regulated based on the same criteria as exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or his guests.

EXTERIOR PAINTING

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Changes of exterior color should relate to the colors of the houses in the immediate area. Repainting or staining a specific object to match its original color need not be submitted.

FLAGPOLES

Homeowners wishing temporary, removable flagpoles which do not exceed six (6) feet in length and are attached at an incline to the front of the house need not have an application.

BARBECUE GRILLS

They should be placed in the rear of the house and as far as possible from the adjacent property lines. Portable grills used on decks should be positioned as far from the house as possible. All appropriate County fire codes must be honored.

COMPOST PILES

Compost piles are prohibited in front yards and homeowners must submit an application to the ARC if located in the back yard. Under no circumstances will a compost pile larger than 15 square feet be approved.

HOT TUBS

Plans for hot tubs must be submitted to the ARC. It is the homeowner's responsibility to secure proper building permits and to ensure that plans conform with County guidelines. A copy of the County approval should be submitted with detailed plans.

EXTERIOR UNIT AIR CONDITIONERS

Air conditioning units extending from windows are prohibited.

Exterior ground units may be added to or relocated only when they do not interfere visually with neighbors. Exterior ground units shall be oriented so as not to discharge hot air onto neighbors' property.

CLOTHESLINES

No clothing, laundry, or wash shall be aired or dried on any portion of the Lot or anywhere else within the Property.

AWNINGS

Awnings are prohibited on the front and sides of homes.

GUTTERS AND DOWNSPOUTS

Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties.

ATTIC VENTILATORS

Attic ventilators or other mechanical devices requiring penetration of the roof should be as small in size as functionally possible and should match the roof or be mill finished. They should be located on the back side of the roof and not extend above the ridge line.

FIREWOOD

Firewood shall be kept neatly stacked and located in the rear yard of the residence. Under no circumstances is firewood to be stacked in a common area. Piles larger than two (2) cords require approval. Piles longer than six (6) feet should be two (2) rows deep minimum. Piles must not exceed four (4) feet in

height for safety purposes. Firewood piles must contain firewood only, no storage of debris. The location of firewood should be such so as to minimize visual impact and not constitute a fire hazard.

SIGNS

Real estate signs must meet County requirements with respect to size, content and removal, but in no instance shall they exceed four (4) square feet in size. Signs may only be placed in the windows and front yard of the property available. All signs must be removed three (3) days after contract acceptance. No other sign, advertisement or message other than for identification purposes shall be displayed.

SOLAR PANELS

Solar panels are not permitted on the side of the roof facing the street and any other location must be approved by the ARC.

IN-HOME BUSINESSES

Article VII, Section 2 of the Declaration clearly states that the property shall be used exclusively for residential purposes. Consequently, no nonresidential or business activities may be conducted on the property.

BOATS, TRAILERS, CAMPERS, MOBILE HOMES OR RECREATIONAL VEHICLES

Specific rules and regulations regarding vehicles have been adopted by the Association.

1. No unlicensed vehicles, including but not limited to motorized bicycles, mini-bikes, go-carts, etc., shall be operated on or parked upon any common area of Glen Allen.
2. No junk vehicles, recreational vehicles, house trailers, or commercial or industrial vehicles, such as but not limited to, moving vans, trucks, tractors, trailers, vans, wreckers, hearse, buses, boats, boating equipment, travel trailers, camping trucks or camping equipment shall be operated or parked upon the property.
3. No repairs on vehicles by an owner, tenant or his agent are allowed on the property (except for emergency situations).
4. Dumping or the disposal of oil, grease, or any other chemical, residual substances, or any substance or particles from holding tanks of vehicles of any type (as a result of the repair, maintenance, or carelessness) is not permitted on the property. Disposal must also conform to environmental regulations.

5. The dumping of motor oil and other petroleum products into the storm sewers is a direct violation of the State Water Control Law and may lead to civil penalties and cleanup costs for the responsible person(s).

6. All motor vehicles shall not exceed the posted speed limits while operating in the community.

7. All motor vehicles (including motorcycles) shall be operated on the paved streets/parking lot areas only.

8. Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or storage of any combustible, dangerous or otherwise hazardous material on common areas (regardless of the type of the container).

9. Parking of commercial vehicles is subject to approval of the ARC.

IN GENERAL

If any of the above described items vary from restrictions outlined above, an application to the ARC is required.

GLEN ALLEN HOMEOWNERS ASSOCIATION
REQUEST FOR MODIFICATION OR ADDITION

NOTE: Please submit an original and two (2) copies of this form. One copy reflecting the action taken by the ARC will be returned to you for your records.

Owner: _____

Address: _____

Unit Number/Lot: _____

Telephone: (H) _____ (W) _____

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the Deed covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s).

DESCRIPTION OF MODIFICATION OR ADDITION REQUESTED

The description should include complete information necessary for the ARC to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. Please submit photographs, sketches, brochures, or copies of your plat, if appropriate.

Homeowner Signature

Date

ARCHITECTURAL REVIEW COMMITTEE

() Approved as requested.

() Approved subject to the following conditions/modifications:

() Disapproved for the following reasons:

Copy returned to Owner on _____

ARC Signature

Date

Acknowledgement by adjacent property owners is needed. Their signatures indicate an awareness of intent and do not constitute approval or disapproval.

Name: _____

Address: _____

Name: _____

Address: _____

Owner's Acknowledgement: I/we understand that:

1. Material herein contained shall represent alterations which comply with the zoning and building codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining the necessary building permits prior to commencement of construction.

2. No work shall commence until written approval of the ARC has been received by me/us. Any construction or exterior alteration before approval of this application is not allowed and that, if alterations are made, I/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.

3. Approval is contingent upon all work being completed in a workmanlike manner. Members of the ARC may make a routine inspection.

4. This request is subject to restrictions by the Covenants and a review process as established by the Board of Directors. 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.

Homeowner Signature

Date

**GLEN ALLEN HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE**

SATELLITE DISH/ANTENNA GUIDELINES

January 1997

Pursuant to the new Federal Communications Commission ("FCC") Rules regarding satellite dishes and/or antennas under Section 207 of the Telecommunications Act of 1996 ("Act"), the Glen Allen Homeowners Association can no longer enforce covenants as contained in its Declaration with respect to certain satellite dishes and/or antennas. This includes Direct Broadcast Satellite Systems ("DBS"), Multichannel Multipoint Distribution Service ("MMDS"), or Television Broadcast Signals ("TVBS").

The purpose of the FCC regulations was to offer the general public the opportunity to obtain broadcast signals from other sources and without having to contract with local cable television companies in our community. This regulation was enabled by Congress as part of the Telecommunications Act of 1996 to increase competition between the broadcast satellite companies and the cable television industry.

What this means for our community is that there is no longer a ban or prohibition on satellite dish-type antennas in the Glen Allen community (individual property lots) provided such antennas are in compliance with the FCC regulations for size and purpose. While the Association cannot ban or prohibit these dishes, certain restrictions ARE allowed and will be enforceable even under the Federal law.

WHEREFORE, the Board of Directors for Glen Allen Homeowners Association, Inc., hereby declares the following policies and guidelines to be in effect as they relate to the community:

1. ASSOCIATION CANNOT UNREASONABLY DELAY OR PREVENT THE INSTALLATION, MAINTENANCE, OR USE OF ANTENNAS.

A. Prior or concurrent notification preferred.

Under the Federal law, a community association such as Glen Allen, can no longer require a resident to submit an application and wait 30-60 days for approval prior to installing a satellite dish antenna. Residents, however, are requested to "notify" the Architectural Control Committee of their intent to purchase and install a satellite dish shortly before or concurrently with purchase so that the placement of the dish can be on the least obtrusive location yet allow a resident to receive an "acceptable quality signal".

1. Residents are encouraged to work with the Architectural Control Committee regarding installation and placement of satellite dish antenna to avoid any problems or misunderstandings.

B. All television broadcast antennas must be located inside the attic spaces or any home.

No exterior TVBS antennas will be allowed in Glen Allen due to the community's proximity to the local Washington and Baltimore television markets. Adequate TVBS signals can be obtained with interior TVBS antennas in accordance with the FCC regulations. If necessary, reception can be enhanced with an inexpensive antennae placed inside the attic.

C. Associations can still outright prohibit and ban satellite dishes which are greater than on (1) meter (about 39 inches in diameter).

2. RESTRICTIONS MUST NOT UNREASONABLY INCREASE THE COST OF INSTALLATION, MAINTENANCE OR USE.

A second feature of the new law is that Associations can no longer require a resident to expend a significant amount of money to "hide" the dish. Thus, Glen Allen can not require a resident to purchase a "rock" to hide the dish, expend significant amounts of money to "landscape" the satellite dish so that it blends in, or place it under an "umbrella" but the Association can ask its residents make "reasonable" attempts to screen the satellite dish such as purchase and plant small, inexpensive shrubs around and in front of the satellite dish. Further, the Association can request a resident to periodically upkeep the dish if it begins to discolor, rust, require paint or other maintenance. With this in mind, residents are asked to note the following:

A. It is preferred that the antennae be screened from view from the streets, adjacent properties and all common areas (trails, etc) so as not to deter from the current standards of the community. This will be determined on a case-by-case basis and shall be reviewed in detail by the Board of Directors of the Association.

B. Owners of satellite dish antenna should make every reasonable effort to ensure that the appliance and all cables, wires and other

accoutrements are maintained in an acceptable manner consistent with recommended guidelines. If the equipment is not maintained, the Association can require the owner, through the legal process if necessary, to take action to maintain the equipment. If the owner fails to do so, the Association reserves the right to enforce this rule and the owner will be responsible for any and all costs associated with enforcement.

C. If necessary, satellite dish antennas should be painted black or any acceptable neutral color so long as the paint does not interfere with an "acceptable quality signal".

3. RESTRICTIONS CANNOT PRECLUDE RECEPTION OF AN "ACCEPTABLE QUALITY SIGNAL".

A. **Place on least obtrusive location.** While this is briefly discussed in Paragraph 2 above, it is clear that an Association can no longer wholly prohibit or require pre-approval of satellite dish antennas, mandate extensive landscaping, etc, however, the Association can request a resident to place the satellite dish in the least obtrusive location yet allow the resident to receive an "acceptable quality signal". Thus, the Association will have the burden to show that a satellite dish can be placed on another location other than the one chosen by a resident by hiring an expert on "reception" and if a different location is chosen, can request the resident to move the dish to another site.

B. **Permit or pre-approval needed for towers taller than 12 feet.** Please note that because the MMDS antenna is much smaller, it may need to be mounted on a tower. A permit will be required a satellite antennas must be mounted on a tower taller than 12 feet.

4. SATELLITE DISHES MUST BE INSTALLED TO PRESERVE AND PROTECT THE HEALTH, SAFETY AND WELFARE OF OTHER RESIDENTS.

A. **Safety:** The new Federal law is clear that an Association can request any resident who installs a satellite dish for personal use to ensure that such installation is in compliance with any necessary and required Federal, State or local codes.

1. All satellite dishes installed must withstand wind speeds of at least eighty miles per hour (80mph) so as not to blow off and injure adjoining person or property in any fashion and other safety considerations.

2. Residents are required to carry appropriate insurance on satellite dishes to protect them against theft as well as liability to other residents and/or the Association.

B. Wires/cables: Any cables or wires required as part of the installation, maintenance or use of satellite dish antennas should not be exposed, or if exposed, to the least possible extent possible to ensure residents, tenants, their guests or agents or others, do not trip, or are harmed/ injured in any fashion.

SUMMARY

It is the hope of the Glen Allen Homeowners Association, Inc., that these Guidelines will allow those Glen Allen homeowners who wish to obtain the services of a satellite dish to do so without excessive restrictions while maintaining the architectural standards and aesthetic appearance of the community.

BOARD OF DIRECTORS

Glen Allen Homeowners Association, Inc.

By: _____

President

DATE: _____

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