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**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS**

INTRODUCTION

As members of a planned community, Cameron Station homeowners and their tenants and guests enjoy a variety of benefits and shared facilities. In return, they are asked to cooperate with their neighbors to create and maintain an enjoyable living environment that promotes the health, safety, and welfare of all; maintains the community's open space, common facilities, and property; and protects and enhances the value of the properties within the Cameron Station community.

Maintaining such a mutually beneficial living environment is best achieved by developing and following rules and regulations that clearly inform all members of the limitations and expectations with respect to use of open space and common facilities and improvements to individual homes. Cameron Station is managed by its homeowners association, the Cameron Station Community Association, Inc., commonly referred to as the Association or CSCA. The Association functions under the rules and regulations embedded in three legally binding documents (the Governing Documents) and under rules adopted or amended by its Board of Directors (BOD). The Governing Documents are: a) Cameron Station's Articles of Incorporation; b) Cameron Station's Bylaws; and c) Declaration of Covenants, Conditions, and Restrictions for Cameron Station Community Association, Inc. Of these, the basic authority for maintaining the quality of architectural design throughout Cameron Station is found in the Declaration of Covenants, Conditions, and Restrictions (hereafter referred to as the Covenants). The Covenants are part of the record of ownership of property in Cameron Station. As such, a copy shall have been provided to every property owner at the time of settlement.

The provisions of the Covenants and the other governing documents are binding on all homeowners, residents and guests. All owners are responsible for the actions of their tenants, guests and invitees; accordingly, any obligation by an owner is equally binding upon a tenant, guest or invitee, and CSCA will hold the owner responsible for any violation of these Design and Maintenance Standards committed by their tenant, guest or invitee. When these Design and Maintenance Standards create an obligation or convey a right to an owner, such obligation or right shall extend to the owner's tenant, guest or invitee; provided, however, that only owners may submit an Exterior Modification Application, and the ARC will not consider an Exterior Modification application that is submitted by a tenant, guest or invitee. This Design and Maintenance Standards incorporates by reference all terms, conditions and definitions set for the in the Cameron Station Governing Documents.

OBJECTIVES AND GENERAL INFORMATION

A. Objectives of Cameron Station, Inc. Architectural Design & Maintenance Standards

The objective of this document, the Cameron Station *Architectural Design & Maintenance Standards (DMS)*, is to guide and assist homeowners, residents, members of the Architectural Review Committee (ARC) and Cameron Station staff in maintaining and enhancing Cameron Station's carefully designed environment. That guidance, in the form of *Standards*, addresses additions, changes, and improvements for which homeowners must submit applications to the ARC and addresses maintenance issues related to the home and common areas. The contents of this document are neither all inclusive nor exclusive; rather, they are intended to address and present examples of what is permissible and required. The specific objectives are as follows:

1. Increase homeowners' and residents' awareness and understanding of the Governing Documents from which authority is granted for creating rules and regulations.
2. Focus on the exterior alterations (additions, changes, improvements) desired by homeowners.
3. Describe the organizations and procedures involved with the DMS.
4. Illustrate design principles to aid homeowners in developing exterior additions, changes, and improvements that are in harmony with the immediate neighborhood and the community as a whole.
5. Assist homeowners and residents in preparing applications that comply with community requirements and are acceptable to the ARC.
6. Provide uniform standards for the ARC to use in reviewing applications submitted by homeowners and residents.
7. Assist homeowners in understanding the maintenance requirements of the community.
8. Provide the maintenance standards for the ARC, management and owners to use when evaluating quality of use.

Despite the aforementioned, homeowners and residents are cautioned that nothing in the community's Covenants or other Governing Documents relieves them of the responsibility for complying with state, county, and local laws, ordinances, and other legal requirements such as obtaining from the City of Alexandria (City) necessary approvals and building permits for architectural changes or projects they desire to undertake. In addition to ARC approval, City and other government permits are required for a wide range of home improvement projects, and all homeowners and residents are responsible for complying with any government imposed specifications. In short, City government approvals and ARC approvals are separate and unrelated.

In accordance with the Covenants, Article VII, Section 7.1(b), exterior building improvements by Owners, including above ground decks not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council (i.e., a building permit).

Specific information pertaining to City requirements and specifications may be obtained from the City of Alexandria, Department of Planning & Zoning at (703) 838 4666, and the Code Enforcement/Permits Department at (703) 838 4360.

B. Protective Covenants

The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This in turn protects property values and enhances the community's overall environment. These Covenants run with the land, for thirty years, and are binding on all owners, whether or not they have been read. They should be periodically reviewed by homeowners and residents and fully understood.

C. The Role of the CSCA and the ARC

Every homeowner is a member of the Cameron Station Community Association, Inc. (CSCA). As enumerated in the Bylaws, its role is to own and maintain the community's open space, common areas, and community property and to conserve and enhance the resources of the entire community.

The CSCA discharges its duties in a variety of ways through its Board of Directors (BOD), Article VI of the Covenants provides for creation of the Design and Maintenance Standards and an Architectural Review Committee (ARC) under the control of the BOD, which is responsible for enforcing the DMS, which is binding on all owners and residents of CSCA. The ARC is charged with balancing the diverse design qualities of the community and ensuring its architectural harmony. Surveys of other planned communities have demonstrated that the efforts dedicated to ensuring these goals contribute significantly to preserving and enhancing real estate values and are considered of prime importance by homeowners and residents.

The ARC ensures continuation of the aesthetic quality of homes and common areas of CSCA through a diligent architectural review process. The ARC is responsible for ensuring that proposed exterior alterations comply with the objectives set forth in the Covenants and these *Standards* by: (1) requiring owners to submit applications for exterior alterations; (2) reviewing the applications for compliance; (3) requiring the submission of additional information when required; and (4) either approving or disapproving such applications.

D. What Changes Must Have ARC Approval?

The CSCA Governing Documents explicitly state that all exterior alterations require the prior written approval of the ARC, unless otherwise stated in the DMS or the Covenants. Furthermore, Article VII, Section 7.1(b) of the Covenants requires exterior changes not shown on the approved plan to have the approval of the City of Alexandria.

Section 6.9: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval."

Section 7.1(b): "Exterior building improvements by Owners, including above ground decks, not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council."

Owners may not remove an existing item without first receiving the ARC's written approval of an application to remove such existing item. Once a plan is approved, it must be followed, or a modification must be approved in accordance with Article VI of the Covenants.

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

Under Article VI, Section 6.5 of the Covenants, any complete application not acted upon within forty five (45) days shall be deemed approved. The application must be complete as defined in this document before the review process will commence.

E. ARC Review Criteria

The ARC evaluates all submissions on the merits of the application and compliance with the *DMS*. The ARC's evaluation is based on the overall design proposal and on consideration of the property's characteristics (for example, housing type and features; lot location and shape; features of neighboring properties), recognizing that suitability of an exterior addition or modification in one instance may not be suitable in another. Under no circumstance will an ARC decision be based on an individual's personal taste or opinion. Rather, design suitability and acceptability will be based on the following criteria, which reflect the general standards of the Covenants.

1. Validity of Concept
The basic idea must be sound, appropriate to its surroundings and in compliance with the *DMS and the* Governing Documents.
2. Design Compatibility
The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, the neighborhood setting and landscape, and the master plan of Cameron Station. Compatibility is defined as similarity in architectural style, materials, color, construction details, and quality of workmanship.
3. Location and Impact on Neighbors
The ARC shall consider how the proposed modification will impact access, view, sunlight, ventilation, or drainage of adjacent properties.
4. Scale
The size (in three dimensions) of the proposed modification must be compatible with adjacent structures and surroundings.
5. Color
Color may be used to soften or intensify visual impact. Any part of an addition or alteration that is similar to the existing house, such as roofs, doors, shutters, and trim, must be matching in color.
6. Materials
Materials shall match or be compatible with those used on the original home. The ARC will evaluate materials' compatibility on a case by case basis. The ARC will also consider a homeowners request to utilize new building or construction materials not previously available when the original home was constructed. All new building or construction materials must not create any inconsistency with the original appearance of a home.
7. Workmanship
The quality of work must equal or exceed that of the original construction. The CSCA and the ARC assume no responsibility for safety or structural integrity of construction by virtue of approving an application. It is the responsibility of each applicant to obtain a building permit when required and comply with all Federal, State and City of Alexandria codes and regulations.
8. Timing
Approval for a modification may be revoked if construction has not been completed:
 - Within the dates specified by the City building permit (if applicable), or
 - Within 30 days of commencement of work, unless stated expressly otherwise in the notice

of approval.

F. Amendments to the Architectural Design & Maintenance Standards

In accordance with Article VI, Section 6.3 of the Declaration, "the Design & Maintenance Standards may be revised, supplemented or deleted from time to time by the Board of Directors."

To assist the Board with this function, the ARC will periodically review and evaluate the DMS to determine whether any changes are necessary. In addition, homeowners may submit written requests for changes to the Cameron Station management office for ARC review, and, if deemed appropriate, recommendation for adoption by the BOD; provided, however, that the ARC is not required to act on any such request. All changes must be approved by the Board of Directors prior to incorporation into the DMS.

G. Applications

Before beginning any exterior modification, an Exterior Modification Application (Exhibit A) must be completed, signed, dated and submitted to the ARC for approval. The application must describe the modification or alteration in sufficient detail to allow the ARC to fully consider the proposed action. Action on applications submitted without the required information will not commence until all information is received. *Further, the 45-day review period for the application will not begin until the application is accepted as complete by the Cameron Station management staff and Architectural Review Committee does not reject the application as incomplete.*

Specific details of application requirements are found in Section III – Exterior Change Design Criteria.

H. Application and Review Process

The application and review procedures that will be used by the ARC are detailed here.

All Applications for modifications to the exterior of the home or lot must be submitted in writing, using the Exterior Modification Application Form in Exhibit A. Any modification will be invalid if it is not approved by the ARC. (See Article VI, Section 6.9 and Article VII, Section 7.1 of the Covenants) All applications must be complete before the ARC will commence the review process. Management shall return incomplete applications to the applicant with a statement of deficiencies that must be remedied, in order to be considered for review.

All applications must be submitted to the CSCA, Inc. Architectural Review Committee, 200 Cameron Station Blvd. Alexandria, VA 22304.

The application must include a complete and accurate description of the proposed modification(s). To enable an informed decision to be made, all supporting material pertaining to the application must be included with the application. Examples of supporting materials include elevation drawings, railing detail, location on a site plan, material used, dimensions, landscape plans, brochures and color samples. A site plan with the item noted on it is integral to the application.

The Cameron Station management office must receive a complete application at least ten (10) days prior to the next regularly scheduled ARC meeting in order for the ARC to review the application at that meeting. At the ARC's discretion, applications that are received within 10 days of a scheduled meeting may be considered provided all required materials have been submitted by applicant homeowners. The ARC may consider resident applications outside the normal application and review process only if immediate repairs are deemed necessary

by ARC in order to mitigate damage to the property.

The ARC is required to notify homeowners of the action taken on their application within forty five (45) days of receipt of a complete application by the CSCA. Notification of the ARC's decision may be made by telephone, fax, or email, with follow up in writing by U.S. Mail. Approvals will be sent by first class mail, with denials and conditional decisions will be sent by certified mail, return receipt requested. As per Article VI, Section 6.5 of the Covenants, any application deemed complete but not acted upon within forty five (45) days shall be approved by default.

I. Appeals Procedures

An applicant is not required to but may attend the ARC meeting at which the ARC will review the application (normally the next regular meeting after its submission). All meetings are open to all owners and advertised in advance. Notice of ARC meetings will be made via the community's regular modes and methods of communication to the membership. The ARC will not provide individualized notice of any meeting to any owner, unless otherwise required by law.

An applicant who wishes to appeal a decision of the ARC has (10) calendar days from receipt of the notification of the ARC decision to file a written request to the BOD in writing seeking an appeal of the ARC decision by the BOD. The appeal request should set forth the rationale for the appeal, which must be one of the following reasons:

- The proper procedures were not followed by the ARC during the administration or review process
- The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered
- The ARC decision was irrational and inconsistent with the criteria set forth in this document

The BOD has sixty (60) calendar days from receipt of the appeal by the management office to review the appeal and issue its decision. The applicant will be notified in writing of the time, date and place of the appeal by Management at least ten (10) calendar days before the meeting.

The Applicant or his/her representative may appear but is not required to appear in person before the BOD to present the appeal. The BOD may discuss the matter in closed/executive session but the decision of the BOD will be made during an open BOD meeting. The applicant will be notified of the decision, in writing, within seven (7) calendar days of the hearing. The decision of the BOD is final.

J. Consultation with Architects & Other Professionals

In accordance with Article VI, Section 6.7 of the Covenants, the ARC may, with the consent of the BOD, engage or consult with architects, engineers, planners, surveyors, attorneys and other professionals, when required in the fulfillment of its duties. The ARC shall require the person seeking approval to pay for all fees incurred by CSCA in connection with the review of the application. Payment of such fees shall be established as a condition to the approval or disapproval, and the commencement of review of any plans shall be conditioned upon the payment of the estimate of such fees. The ARC will attempt to provide to the applicant, in a timely manner, an estimate of fees prior to the ARC engaging outside professionals.

K. Enforcement Procedures

Enforcement of any violation of this DMS will be governed by the Association's Due Process Policy Resolution.

L. Re Sale Disclosure Packet

Any exterior alteration, which has been made since the builder completed the approved plan, must have an approved Exterior Modification Application in the lot file. Lack of an approved application constitutes a violation and will be noted in the Disclosure Packet.

MAINTENANCE & USE REQUIREMENTS

The purpose of this section is to list and illustrate the maintenance requirements for the community that is required of the CSCA and the property owner. This list is by no means all inclusive, but provides examples of standard maintenance requirements of the homeowner. Many of the requirements are taken directly from the Covenants.

Violations of maintenance standards are violations of the Covenants and are pursued under and in accordance with Article VIII of the Covenants.

A. Association Maintenance Responsibilities

The Association shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements thereon. The Association shall keep the Common Area in good, clean, attractive condition as determined by the Board of Directors. The Association shall be responsible for the mowing of all grass within the Common Area in order to promote an attractive and uniform appearance. Common areas of the Condominium Sections and intended common areas of Multifamily Rental Sections, at the option of the Association, shall be considered a part of the Common Area.

The Association may, at its option, mow any unenclosed front, side or rear yards of the Single Family and Cluster Lots, and reserves the power to specially assess the cost associated with mowing any unenclosed front, side or rear yards of the Single Family and Cluster Lots against the owners of such Lots that are mowed by CSCA.

1. Easements for Upkeep

As defined in Article III of the Covenants, the Association has an easement for access in order to maintain, correct or inspect common areas throughout the community.

2. Association To Control Common Areas

No homeowner shall improve, repair or alter the Common Areas without the express written consent of the Board of Directors and/or the Common Area Committee.

If any Common Area or improvement thereon is damaged or destroyed by a homeowner, or such homeowner's tenants, guests, licensees, agents or family members, the Association shall repair such damage at the homeowner's expense.

No homeowner shall dump or otherwise dispose of or place trash, garbage, debris or any unsightly or offensive materials on any Lot or the Common Areas.

B. Homeowner Maintenance Responsibilities

Homeowners shall, at all times, maintain their property and all improvements thereon in a good, clean, attractive condition, order and repair consistent with the DMS. This includes, but is not limited to, items such as mowing grass, removal of trash, structural maintenance, parking of vehicles and use of the Lot and home. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. For the purposes of this document and the Covenants, "upkeep" shall be defined as care, inspection, maintenance, operation, repair, repainting, remodeling, restoration, improvement, renovation, alteration, replacement and reconstruction.

1. Dwellings and Structures

Residents are responsible for maintaining the exterior of their dwellings and all improvements thereon, such as decks and fences. The following are examples of violations of the DMS:

- A. Peeling paint on exterior.
- B. Structures (i.e., fences, decks, balconies etc.) in need of painting, repairing, sealant or upgrading.
- C. Burnt out exterior light bulbs.
- D. Inoperable exterior light fixtures.
- E. Broken windows, broken or fallen shutters and missing or torn screens.

This list is meant to be illustrative of certain categories of violations, but is not inclusive of all possible types of violations of the DMS. Routine maintenance of your property will preserve and protect your home and limit personal liability. The CSCA expects that homeowners will perform all maintenance necessary to prevent any of the cited conditions from occurring in Cameron Station.

2. Mowing and Trimming

Turf areas shall be mowed at regular intervals, maintaining a neat and trim appearance. Driveways must be kept free of weeds and debris. Planting beds must be kept neat and trim.

3. Weed Control

Weeds shall be promptly removed from all areas of a Lot.

4. Erosion Control and Drainage Management

Residents are responsible for erosion control, for maintaining proper drainage within their property, and for not blocking or hindering natural drainage to or from adjoining properties.

5. Trash Removal

Trash removal and recycling shall be governed by the Association's Trash Removal Policy Resolution.

6. Parking & Use of Garages

Parking and garage use is governed by the Association's Parking Policy Resolution, Article VII, Sections 7.1(a) and 7.12 of the Covenants, various other provisions in the Association's Governing Documents and various provisions in the Association's Transportation Management Plan and the Special Use Permits for Cameron Station.

7. Vehicle Repairs

No vehicle repair shall take place on any of the streets within Cameron Station, except for emergency vehicle repairs. At no time shall any vehicle be placed on blocks or jacks.

8. Clotheslines
The use of clotheslines is strictly prohibited under Article VII, Section 7.16 of the Covenants.
9. Underground Utility Lines
Owners must bury or shield all utility lines, wires or pipes to the extent feasible. Owners should be acutely aware of storm sewer and utility easements that are located on the Lot. Owners must always verify location of all utility lines prior to undertaking any exterior improvements or maintenance. The Miss Utility Hotline must be called 48 hours in advance of any anticipated digging near utility lines (1 800 257 7777) or the Lot owner is liable for any damages that may occur if utility lines are cut when digging.
10. Snow Removal
Property owners are responsible for clearing snow and ice from the driveway serving their home, the lead walkway to the home and for clearing any sidewalks fronting or bordering the home.

EXTERIOR CHANGE DESIGN CRITERIA

This section lists the most common requests for exterior alterations and their design criteria. However, this is not an all inclusive list. All proposed exterior changes, whether listed in the DMS or not, must be submitted to the ARC for approval. As stated in the governing documents, homeowners cannot make any exterior alterations until the proposed exterior alteration is approved by the ARC.

A. APPLICATION CONTENTS

All exterior alteration requests must be submitted to the ARC on the approved CSCA Exterior Modification Application form ("Application"). The Application requires information that will assist the ARC in reviewing plans for your proposed project. In most cases, only a single application is required.

In accordance with Article VI, Section 6.6 of the Covenants, each Owner shall submit to the ARC a proposed construction schedule and one set of plans and specifications of the proposed construction that must include (unless waived by the ARC) the following:

1. A site plan showing the size, location, and configuration of your home, all proposed and existing improvements, including driveways and landscaped areas, and all setback lines, buffer areas and other features required under applicable law. Contour lines must be shown on the plan when drainage is a consideration.

A site plan is a scaled drawing of your lot that shows the exact dimensions of your property. In most cases, the site plan shall be developed from the plat plan (plat of the survey) provided to you as a part of the closing documents when you purchased your home.

The ARC reserves the right to require larger scale drawings, and an enlarged plat plan or county approved development or site plans in order for the proposed application to be considered.

Description of the Project & Description of Materials: The application requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used, overall dimensions, and, as in the cases of decks or porches, height off the

ground. Recognizing advances in building materials and technology, the ARC may consider a homeowners request for the use of alternate building or construction materials instead of using the original materials, provided the use of such alternate building or construction materials does not substantially alter the exterior appearance of the home.

It is the responsibility of each applicant to obtain any required permits and comply with all Federal, State and City of Alexandria codes and regulations.

2. Drawings/Photographs: Complete drawings showing all dimensions, elevations and details of the proposed project are required. Drawings must be clear and legible and show the relation of the project to the existing home. If possible, also include a photograph of the proposed area in which the exterior modification is intended for construction.

4. Commencement/Completion Date: Applications must contain the proposed commencement and completion date. Unless otherwise approved by the ARC, homeowners must complete construction within 6 months of the date the ARC or Board approved the Application. Homeowners may be requested to provide written notification of completion of the exterior modification within 10 days of completion.

The application must include all information as requested in these Design & Maintenance Standards. Applications that are unsigned or do not contain all requested information will be deemed incomplete and will be returned to the homeowner without consideration.

B. EASEMENTS

There may be easements running through the lot. Prior to submitting an application, homeowners shall verify location of all easements and secure permission from the easement holder to build over, on, or through an easement. CSCA is not responsible for verifying whether there are any easements that may be affected by an exterior modification, and approval by the ARC for a project does not constitute approval to build over an easement.

There are emergency access easements located throughout the community. These are designated to allow access to the front and rear sides of homes. The City of Alexandria requires these to be kept clear at all times to allow emergency personnel (police, fire, medical) access. Therefore, nothing may be built over, on, or through an emergency access easement. Moreover, homeowners are strictly prohibited from interfering with any easement through the placement of materials related to the construction of their exterior modification.

C. PROJECT STANDARDS

Air Conditioners:

Air conditioning units extending from windows are prohibited. Exterior units that are part of a central air conditioning/heating system may be added or relocated only when they do not interfere visually with neighbors. Homeowners are prohibited from relocating or installing an exterior air conditioning/heating unit as described above unless the homeowner first submits an application to the ARC seeking approval for the exterior air conditioning/heating unit and the ARC approves the application.

Antennas:

No antenna shall be installed on any common area of the CSCA community.

Homeowners and tenants may install on their lot a dish antenna that is one meter (39.39 inches) or less in diameter. Satellite dishes that are larger than one meter in diameter are prohibited. Homeowners and tenants may install a multipoint distribution service antenna (MMDS) antenna that is one meter or less in diameter or diagonal measurement. MMDS antennas that are larger than one meter in diameter or diagonal measurement are prohibited. In accordance with the FCC Rule, homeowners and tenants may install a regular TV antenna designed to receive local broadcast television stations. Homeowners are prohibited from installing any type of antenna that transmits a signal of any sort or disrupts the reception of the radios and television sets of neighbors. Such antennas are prohibited. Any type of antenna not specifically protected by the FCC Rule is prohibited. (Masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.)

Antenna approval does not convey upon sale of the home. When any antenna is no longer in continuous use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring, prior to issuance of the disclosure packet.

To comply with the Federal Telecommunications Act of 1996, prior approval of the ARC is not required for the installation of a satellite antenna or dish, which is allowable under these Design and Maintenance Standards. Also, this law covers the antennas necessary to receive service. Therefore, a local rule may not allow only one (1) antenna if more than one (1) antenna is necessary to receive the desired service.

When any antenna is no longer in continuous use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring, prior to the issuance of the disclosure packet. Antenna approval does not convey upon the sale of the home. All exterior wiring and cables shall be concealed to the maximum extent possible.

The Association may condition the placement of the dish as long as signal reception is not impaired. The preferred placement of the antenna is:

- 1st: *Rear Roof Mount:* Must be located on the rear of the roof, below the roof peak.
- 2nd: If a front roof mount is necessary, all equipment must be installed to one side of the roof, rather than in the center.
- 3rd: *Structure Mount:* Shall be located such that the equipment is adjacent to a chimney or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The ARC reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.
- 4th: *Ground Mount, Rear of Lot:* Must be located on a rear lot location. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.
- 5th: *Ground Mount, Front or Side of Lot:* Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

Attic Ventilators:

Attic ventilators and turbines are permitted. They shall be painted to match the surface to which they are attached. Roof location shall be on the rear of the house and below the roof ridge.

Awnings:

Awnings will only be approved if demonstrated to be clearly compatible with the architectural design and qualities of the home. Also, awnings will only be approved in the rear of the residence. Awning colors must be consistent with similarly approved front door colors. Solid and stripped patterns are acceptable. See Appendix B of the DMS for a listing of approved colors.

Compost Bins:

Compost bins will be reviewed on a case by case basis.

Decks, Balconies & Patios:

Addition of a Deck/Balcony:

No new deck/balcony may be installed unless an applications for an addition of a deck or balcony has been approved by City of Alexandria and the ARC prior to construction. Therefore, all deck/balcony applications shall include the following:

- A. Site plan showing the size of the deck, relationship of the deck to the house, lot and adjacent properties.
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description.
- C. Use of composite material for decks will be considered on a case by case basis.
- D. Dimensions of railings, posts, steps, benches and other details as required to clearly describe the proposal.
- E. Only spiral stair cases are approved to provide access from the deck to the ground level.
- F. A copy of the approved City of Alexandria Building Permit.
- G. Estimated start and completion date.
- H. Residents whose property backs the commercial property adjacent to the community may apply to construct a privacy screen. Privacy screens are only allowed on the rear of decks and are to be no taller than four (4) feet, and must extend to each outside corner of the deck. The style and design must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs is attached as Appendix C.

Decks and balconies will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony. When decks are added, repaired or replaced it must be with the

same design as offered by the original builder. Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design.

Homeowners are prohibited from removing their deck unless they first obtain the approval of the ARC.

No decks or balconies shall encroach into open space above an emergency vehicle easement.

When replacing or building a new deck, homeowners may use alternate building or construction materials, such as composite decking, rather than natural wood. The color of the alternate building or construction materials; however, must be similar in color to natural wood, approved stained deck colors, or the builder installed decking currently in use. Decks may be stained. Approved colors are clear or natural, cedar, curry and redwood.

Patios:

Patios shall be located to allow for ground plane landscaping and shall be of materials that compliment the home and neighborhood building materials. Applications for a patio shall include:

1. A site plan showing the size of the patio, relationship of the patio to the house, lot and adjacent properties.
2. A description of the materials to be used, including drawings or photographs, as necessary to complement the description.
3. A statement from the homeowner concerning how surface drainage may or may not be affected and what mitigating efforts may be required. In no instance shall drain lines extend into the common area or neighboring property.
4. An estimated start date and completion date.

When a patio scheme includes other exterior changes, such as fencing, lighting, plantings, etc., other appropriate sections of these Design & Maintenance Standards shall be considered during the completion of the application.

Dog Houses, Runs, & Animal Entry Doors:

Dog houses, runs and pens are not allowed.

Pet entry doors are permitted only into the fenced area where the animal is restricted. Anodized or mill finish aluminum is not acceptable.

Doors Exterior:

Front Door:

The ARC will consider resident applications for repair or replacement of a front door that does not match the original, builder installed door. The ARC will permit residents to replace or repair a front door with a similar Colonial or Georgian style and color with the general style of the Cameron Station. A list of the approved front door paint or stain colors is attached as Appendix B.

Door knockers do not require ARC approval prior to installation.

Digital bolt locks do not require ARC approval prior to installation.

Garage Doors:

Garage doors shall only be repaired or replaced with a door of like kind and color to the original door.

Other Exterior Doors:

Other exterior doors shall only be repaired or replaced with a door of like kind and color to the original door.

Driveways:

The ARC may consider resident applications to replace or repair an existing driveway with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are consistent in appearance to the existing driveway materials.

Electronic Insect Traps:

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

Exterior Decorative Objects:

Owners are required to submit an application and receive prior ARC approval for any exterior decorative object placed in front or side yards – except for small decorative objects which are discussed subsequently – whether natural or man made, which was not part of the original construction design, either as a standard or optional feature, provided however, that homeowners can place objects that meet all of the following criteria in their lot without obtaining the approval of the ARC.

- Objects that are less than 18" tall x 18" wide x 18" deep in size.
- Objects that are unpainted stone, wood, soapstone, marble, or other natural materials in earth tones.
- The number of objects is appropriate to the size and scale of the front and side yards.
- Painted planting pots may be used without ARC approval.

Any item that does not satisfy these three criteria may not be placed on a lot without prior approval by the ARC.

Applications are not required for temporary holiday lights or seasonal decorative objects for the period of four weeks prior and three weeks after the holiday in question.

Decorative objects, including plaques, cannot be installed without first receiving ARC approval, will be evaluated in terms of their general appropriateness, size, location, and compatibility with architectural and environmental design, visual impact on neighbors and the surrounding area.

Plaques shall be mounted only on the exterior of the structure, and may contain name and/or street address. Proposed wording on the plaque must be specified in the Application. Size, color and configuration of plaques shall be appropriate to the architectural style and size of the dwelling and require ARC approval.

Sculptures, garden statues, birdbaths, birdhouses, plaques and similar items located in fenced rear yard locations, may be installed by the homeowner or resident without first obtaining the approval of the ARC provided the objects are not visible from the front yard or street. However, if the rear yard is not enclosed by an approved fence or the proposed installation occurs on the second or higher floor, the homeowner or resident may not install such an object without first submitting an application to the ARC and receiving approval of the application from the ARC.

Facades:

No homeowner shall change the facade material of their home nor change the material on the side(s) of the home. Applications to repair or replace facade material must show the location of the repair or replacement and confirmation of use of same material as exists on home.

Fences & Walls:

1. Rear Yards: New or replacement fences must match the same design provided by the builder for that unit's style. When two different fence styles have been used for similar model units, fences must be replaced with a similar style found currently on the property.
2. Front Yards: Front yard fences are not permitted for any homes.

Fences may be stained. Approved colors are clear or natural, cedar, curry and redwood.

Brick walls must be approved by the City if the wall will be over four (4) feet high. Written approval from the City must be submitted to the ARC.

The use of composite fencing materials may be used when approved by the ARC. The composite materials must be consistent with the color and style of existing natural wood fences and must conform to the architectural style of the Cameron Station development

Flags & Flagpoles:

All flags must be flown from a flag pole. Flags are not allowed to be draped from windows, balconies, decks or exterior banister railings. Proper American flag etiquette (as defined in Appendix A) shall be observed.

No mast flagpoles are allowed. However, flags are permitted to be flown from holders attached to the exterior wall of a home. Acceptable locations for holders are above or adjacent to front doors and garage doors, not to exceed two (2) flags & poles on the front and back of the unit. No application is required if the homeowner is in compliance and does not place their flags in multiple flag holders. Notwithstanding the above, Homeowners may not install multiple flag holders without first submitting an application that is approved by the ARC.

Flues & Vents:

All vent stacks, exhaust vents and other mechanical equipment shall be located unobtrusively. Homeowners and residents are prohibited from installing vent stacks, exhaust vents and other mechanical equipment holders without first submitting an application that is approved by the ARC.

Gazebos:

Gazebos are not permitted.

Grills & Barbecues:

Construction or placement of a permanent grill or barbecue pit is prohibited unless the homeowner first obtains approval of the permanent grill or barbecue pit from the ARC. The application shall show the proposed placement, fuel type, and materials. Construction or placement of a permanent grill or barbecue pit may require a City building permit. Approval by the ARC of an application to construct a permanent grill or barbecue pit does not represent Association approval of any Federal, State or City requirements with

respect to the construction of a permanent grill or barbecue pit.

Gutters & Downspouts:

Gutters and downspouts must match in color and design to those existing and must not adversely affect drainage on adjacent properties. Plastic gutters are not allowed. Gutter covers are allowed without ARC approval as long as the gutter cover matches the existing gutter color and style.

Hot Tubs:

Hot tubs may not be installed unless the homeowner first submits an application to the ARC and the ARC approves that application. Hot tubs shall be located only on the ground level in the rear of the home, within the fence, and as close to the house as possible. The ARC may require the addition of landscaping or screening to reduce the visual impact and noise to neighboring homes. Hot tubs on decks are not permitted.

House Numbers:

House numbers shall be replaced with ones of exact style and color as the original numbers on the house, unless approved by the ARC. House numbers for both front and rear of the house are required. Rear numbers are typically located on deck band boards or, if there is no deck, on a rear fence post.

If the builder did not provide rear house numbers, installation of black metal numbers will be required. No more than one set of house numbers is permitted on the front and/or back. Removal constitutes a violation.

Landscaping & Gardens:

Homeowners and residents may not make any changes or additions to the builder provided exterior landscaping/planting beds without first obtaining the written approval of the ARC. The following standards govern exterior landscaping and gardens within Cameron Station.

Any landscape or garden must not alter the drainage pattern to cause water to flow into the neighbor's yard or cause water ponding in the common area. In no instance shall drain lines extend into the common area.

- A. Front and side flowering shrubs and plants are not to exceed three (5) feet in height at maturity. All plants shall be trimmed to preclude encroachment upon sidewalks, driveways and common areas.
- B. Front yard plantings will be those normally associated with the character and style of the community.
- C. Landscaping and gardens must not obstruct house numbers or sight lines required for vehicular traffic.
- D. All gardens must be neatly maintained; this includes removal of all unused stakes, trellises, weeds and dead growth.
- E. An application is required for hedges or other features which, in effect, become structures, fences or screens.
- F. An application is required for garden timbers or any other material which is used to form a wall over 6" high and/or a length of greater than four feet. All applications must include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property

boundaries. Railroad ties are not permitted.

- G. An application is required for edging for exterior planter beds over 6" high. Edging must not extend beyond property lines or into common areas and curbs.
- H. An application must be submitted for rock gardens, collections of rocks, and single rocks 24" diameter or greater in any dimension. All rocks shall be left their natural color.
- I. Homeowners may not plant any additional trees on a Lot unless they first receive the approval of the ARC.
- J. Owners shall not remove trees measuring 2 inches or more in diameter at a point two feet above ground level from any portion of the Property without the prior approval of the ARC. In addition, owners must not remove or replace any trees on any portion of the Property other than in conformance with the site plans approved by the City of Alexandria. No owner shall alter by removal, excavation, fill or any other means any ground surface without the prior written approval of the ARC.
- K. Owners must obtain approval of the ARC before planting any tree that may grow over a height of 6 feet.
- L. The Application submitted should show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.
- M. Vegetable gardens inside enclosed yards, which are in compliance with the DMS, do not require approval. Vegetable gardens shall not take more than thirty two square feet of rear enclosed yard space and shall be neatly maintained. No offending odors should be created as a result of any garden. Fruits and vegetables should not be left to decay upon the ground. During winter, soil should be turned over.
- N. Any vine like plant, such as ivy is permitted as long as it is trimmed, maintained, and in neat attractive condition. Also, the ivy cannot encroach on any other property not owned by the owner, such as the common area and/or other neighboring properties.

Planting of vegetables in appropriate containers by owners of back to back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application.

Lead Walks:

All lead walks (walks leading to the home's main entrance) must be repaired or replaced with the original material. The ARC may consider resident applications to replace or repair an existing lead walk with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are similar in appearance to the existing lead walk materials.

Light Posts & Exterior Lights:

Light posts are not permitted on individual lots.

Surface mounted exterior lights attached to a home must be replaced with a fixture of exactly the same style and color, unless an alternate fixture is approved by the ARC. The ARC will consider requests to replace the fixture with an alternate fixture. However, the fixture must be harmonious with the style and character of the home and neighborhood. Burnt out light bulbs shall be replaced only with white or clear bulbs. The use

of colored light bulbs is prohibited.

Ground level lights bordering driveways/walkways must be unobtrusive in nature. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a floodlight. Applications shall show the estimated light level and shine pattern.

Satellite Dishes/Receivers see “Antennas”.

Screened Porches:

Screened porches are not permitted.

Signs:

In accordance with the Covenants, Article VII, Section 7.17, “Owners may not erect or maintain on any portion of the Property any signs except for: i) signs required by law (such as building permits), ii) one unlighted sign not greater than two feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit. Signage advertising security services for individual homes shall be allowed.”

Up to two standard sized security signs may be installed on a lot. The security signs may be located in the front and/or the back of the lot within six feet of the house.

Residential rental signs are not permitted.

Signs for political candidates are allowed as follows:

- A. Limit of one political sign per candidate per house.
- B. Political signs may be installed 3 weeks prior to the election and must be removed the day after the election.
- C. Political signs are not permitted in common areas.

Skylights:

Skylights should be located behind the roof ridge, if possible.

The application shall include a scale drawing of the skylight and its location on the roof. A City building permit is required before a homeowner may install a skylight.

Sport & Recreation Equipment:

- A. Homeowner’s may install play equipment, such as sandboxes, playhouses, swing sets, etc. Such equipment shall be located only in enclosed yards behind the dwelling so as not to be visible from the street.
- B. Permanent sport and recreation equipment are prohibited. Both portable and permanent basketball hoops are also prohibited.

Solar Panels:

Solar panels are prohibited.

Storage Sheds:

Storage sheds must be compatible with the applicant's house in color and material, or match an approved wood fence. They may only be located in the rear yard and be visually unobtrusive. Sheds over 6 feet tall or visible above a fence are not permitted.

Storm Doors & Windows:

Storm windows are not permitted.

Front storm door design criteria:

1. Only "full view" (see below) storm and screen doors are permitted.
2. No tinted or reflective glass is permitted.
3. Decorative glass edgings such as etched glass, brass or pewter inlays in rectangular patterns are permitted.
4. The storm/screen door must match the color of the door it is protecting or the adjacent trim.
5. No mill or bare metal finishes are permitted.
6. No imitation gate hinges or ornamental grillwork is permitted.

No application is necessary if the door meets the design criteria outlined herein.

As different manufacturers of storm/screen doors have different definitions of "full view" the following definition of "full view" applies to all front storm/screen doors that may be installed in the Cameron Station community.

- Glass area of the storm door will show the "full view" of the door it protects without obstructions that visually divide the glass panel.
- Crossbars, either decorative or structural, are not permitted.
- ¾ doors cross buck doors or other bottom panels or kick plates are not permitted.
- Doors with self storing windows are not permitted, as the frames of the glass panels visually divide the glass area.

Occupants may remove window screens provided that ALL the window screens on the same side of the house are removed. Any window screen lost or damaged must be replaced with a screen of the same style, material and color as the original.

Sun Control Devices:

Sun control devices will only be approved if demonstrated to be clearly compatible with the architectural design and qualities of the home.

Swimming Pools:

No swimming pool of permanent construction is permitted on any lot. Portable swimming pools designed for infants and toddlers are allowed.

Trellises, Arbors & Pergolas:

The ARC will consider applications for trellises, arbors and pergolas. In considering an application, applicants must demonstrate that the addition of trellises, arbors or pergolas will not cause deterioration to an existing fence or home.

Trim:

As part of the homeowner maintenance requirements peeling paint on the exterior trim; including door, garage and window frames, shutters, soffets etc.; must be scraped, sanded (if required), and repainted with paint that is of the similar color and texture as the original. A change to the trim color is not allowed.

Water Features:

The installation of any water feature will only be permitted in an enclosed backyard. The application shall include the following:

- A. A Site plan showing the size of the water feature, relationship to the house, lot and adjacent properties;
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description;
- C. A description of the proposed depth of the excavation, to accommodate the water feature and the location of all underground utilities; and
- D. A description of how the water feature will be drained for any maintenance, including specifically where will the water exit the property and whether it will affect any of the adjacent homes.

Water features larger than 35 square feet and deeper than 2 feet are strictly prohibited. In order to ensure that the water feature does not become a breeding ground for mosquitoes, and other insects, the owner shall ensure that the water does not remain still (or stagnant); accordingly, a waterfall, small fountain or recirculation pump that causes the water surface to be in constant movement is required.

Windows

The ARC will review the modification of windows on a case by case basis as long as it is consistent with the architectural style of the community.

Window Treatments:

Interior window treatments can affect exterior appearance. Some guidelines are necessary to maintain uniformity.

Improper or unsuitable window treatments may not be installed at any time. Improper window treatments include, but is not limited to: aluminum foil, bed sheets, blankets, cardboard, flags, newspaper, etc.

DESIGN & MAINTENANCE STANDARDS (DMS)

EXHIBIT A – EXTERIOR MODIFICATION APPLICATION



**Cameron Station Community Association, Inc.
EXTERIOR MODIFICATION APPLICATION**

APPLICATION SECTION

Homeowner(s) Name: _____ Lot: _____
Address: _____ Phone (h) _____
Proposed Start/Completion Dates: _____ (w) _____

Please provide a complete, detailed description of the proposed modification, including sketches, drawings, a lot survey/site plan and a written description. Please refer to the Architectural Design & Maintenance Standards for the specific information that is to be provided for the type change proposed. Use as many additional sheets as needed. Complete separate application forms for each exterior modification requested.

APPLICATION CONDITIONS

Nothing contained herein shall be construed to represent the modifications to land or buildings in accordance these plans, shall not violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of and said restriction.

Exterior Modification Application

City of Alexandria ordinances require you to file plans with the *Department of Planning & Zoning* for construction and modifications requiring a building permit.

DESIGN & MAINTENANCE STANDARDS (DMS)

EXHIBIT A – EXTERIOR MODIFICATION APPLICATION

I understand and agree that no work shall commence on this requested project until written approval of the ARC has been received by me.

I understand that any construction or exterior modification undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this should I object.

I understand that members of the Architectural Review Committee or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project and that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification approved by the ARC must be submitted for ARC review.

The ARC will render a decision within 45 business days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within 30 days of the approval date of this application, and completed within 30 days from commencement of the work, unless so expressly stated otherwise by the ARC.

I acknowledge I have read the Application Conditions in submitting this application.

Homeowner(s) Signature _____ **Date:** _____

ARC ACTION

The Architectural Review Committee (ARC) reviewed the application and took the following action:

Approved **Disapproved** **Request for more information**

Comments or Stipulations: _____

ARC Signature: _____ Approval/Disapproval Date: _____

If you disagree with the above decision, an appeals procedure is provided by the Cameron Station Community Association, Inc. Board of Directors. A written request for an appeal must be made within ten (10) days of receipt of the ARC's decision.

DESIGN & MAINTENANCE STANDARDS (DMS)

APPENDIX A APPROVED FLAG ETIQUETTE

Displaying the US Flag.



1. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff.



2. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, it should be displayed in the same way that is with the union or blue field to the

left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.

3. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

4. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

5. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

6. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

7. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

DESIGN & MAINTENANCE STANDARDS (DMS)

APPENDIX B – FRONT DOOR COLORS (DURON/MCCORMICK BRAND)

- Black
- Carolina Slate
- Cobblestone Grey
- Deep Forest Brown
- Fawn
- Forest Green
- Foxhall Green
- Georgetown Green
- Hearthstone
- Old Carriage Brown
- Old Colonial Red

DESIGN & MAINTENANCE STANDARDS (DMS)

APPENDIX C – PRIVACY LATTICE INSTALLATION

