

LAKE FOREST COMMUNITY ASSOCIATION
ARCHITECTURAL STANDARDS and GUIDELINES
May 2007

FOREWORD

The Lake Forest Community Association (LFCA) Board of Directors and the Architectural Review Committee (ARC) have completed and reviewed these architectural standards and have determined them to be in compliance with the Lake Forest Community Association Declaration of Covenants, Conditions and Restrictions, June 7, 1977.

The LFCA Board of Directors has adopted these Architecture Standards and Guidelines through resolution and has chartered the LFCA ARC to manage their implementation.

Please read and follow these standards. These standards are intended as guidelines to follow when planning exterior changes to your property. Talk to your neighbors about your changes, they may be able to offer valuable input.

Please return completed applications to the ARC at the address shown on the application form. Applications will be annotated by the ARC with the date received. This date will be the first day of the review and approval period.

You must receive approval in writing from the ARC before the start of any exterior change. The ARC is allowed up to 30 days to act on an application, but always strives for the fastest response possible. Do not commit labor or materials until you have received written approval.

Do not apply for a building permit, purchase materials, or commit to any contractor in anticipation of instant approval by the ARC. Applicants should wait until they have received

written application approval by the ARC prior to purchasing or committing to such work. Homeowners should plan well in advance to allow time for application processing.

Your adherence to these standards and procedures will ensure you receive a response to your application at the earliest possible date.

The LFCA Board of Directors and the ARC present the following standards designed to assist homeowners in complying with the Declaration requirement (Articles V and VI) to obtain prior approval for exterior changes in any property owned individually or in common in the association. The intended effect of these standards is to cause an equitable and consistent handling of all applications for ARC approval.

I. INTRODUCTION

In a community such as Lake Forest, questions naturally arise as to how to maintain a harmonious, quality development as the community matures. The following standards provide a meeting ground between the private interests of individuals and the broader interest of the Lake Forest community.

Control for maintaining the quality of design is through the Declaration of Covenants, Conditions and Restrictions for the LFCA. The covenants run with the land and are binding on all homeowners and renters and should be fully understood by each.

The fact that each homeowner is subject to these covenants assures all homeowners that the standards of design quality will be maintained,

enhancing the community's overall environment and protecting property values.

The Declaration establishes an ARC. Article V of the Declaration requires the prior approval of any exterior change, addition, or alteration to the property. Such changes include any building, fence, wall or other structure that may be added or altered. It further requires that the plans, specifications, and locations showing the nature, kind, shape, height, and/or materials be approved in writing in an effort to ensure harmony in the external design and location in relation to surrounding structures and topography. Each property owner shall read the Declaration to obtain a full understanding of the Architectural Control requirements and the Protective Covenants and Restrictions (Article VI and Exhibit I).

The ARC is charged with conducting the review of all applications for exterior changes, and rendering a decision to the applicant in writing. If an application is denied, the applicant may appeal to the Board of Directors. The Board of Directors may reverse or modify the ARC's decision by a majority vote of the Board of Directors.

The standards which follow are the procedures and guidelines applied by the ARC and the Board of Directors to assist the Association and its members in the design review process. It is hoped that these specifications will serve as a positive tool to assist each homeowner in the full and free use of their property in a manner consistent with the aesthetic and harmonious development of the Lake Forest community.

II. WHAT MUST HAVE ARCHITECTURAL REVIEW BOARD APPROVAL

The ARC's approval is required for any change in the exterior of a property pursuant to Article V of the Declaration. The applicable portion of such article is shown below.

"No building shall be erected, placed or altered on any lot until the construction plans and specifications and a plan showing the location of the structure have been approved by the Architectural Control Committee as to quality of workmanship, materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevation. No fence or wall shall be erected, placed or altered in any lot nearer to any street than the minimum building set back line unless similarly approved."

LFCA's Declaration of Covenants, Conditions and Restrictions, Exhibit I – "Protective Covenants and Restrictions" (See Attachment B) shall form the basis of the ARC's review. This requirement applies to every homeowner's private property and any common areas.

The ARC, through these standards and guidelines, establishes the community definition of "harmony of exterior design," sets forth the requirements for meeting the community standards and the process for approval and appeal.

A majority of the votes cast, in person or by proxy, at a membership meeting called in accordance with the LFCA By-laws may repeal or amend these standards and guidelines.

III. REVIEW CRITERIA

An Application for Exterior Change (See Attachment A) must be submitted by the requestor for each

planned project. The ARC evaluates each application on the individual merits of each application. The ARC decisions are based on, but not limited to, the standards in the following sections. The ARC will consider the various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application.

Validity of Concept: An exterior change must be sound and appropriate to its surroundings.

Design Compatibility: The proposed change must be compatible with the design characteristics of the applicant's home and with the general neighborhood setting.

Landscape and Environment: The exterior change must not unnecessarily destroy or blight the natural landscape or the achieved man-made environment.

Relationship of Structures and Adjoining Property: The proposed change should relate harmoniously among its surroundings and to other existing buildings and terrain that have a visual relationship to the change.

Protection of Neighbors: The interests of neighboring owners and renters should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design which may have substantial effects on neighboring property. For example, fences may not obstruct views, breezes, or access to neighboring property.

Scale: The three dimensional scale of the proposed change must relate satisfactorily to adjacent structures and their surroundings. For example, an extension to a dwelling of a disproportionate size to the area in which it is intended to be placed would not be satisfactory.

Materials: Continuity is established by the use of the same or compatible materials as are used in the existing home and neighboring structures. For example, a stucco exterior is not acceptable when all other structures in the neighborhood are siding and brick.

Color: Color may be used to soften or intensify visual impact. For example, the color of a fence should blend in with the surrounding natural environment or be painted to be in continuity with the existing home. A storm door should be painted to match the entrance door or the house trim color.

Workmanship: The quality of work must be equal to or better than that of any existing structures. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden fence not properly treated and maintained may in a short period start to decay and become unsightly to the owner and neighboring property owners.

Timing: A property change may be built or installed by the owners or a contractor. However, projects that remain uncompleted for a long period of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must contain a proposed maximum time period from start to completion of construction. If the proposed time period is considered unreasonable, the ARC may disapprove the application. As a general rule of thumb, minor additions should be able to be completed within 30 days whereas more labor intensive additions may take up to 90 days. All work must be completed within 6 months unless a specific written waiver has been approved by the ARC.

IV. DESIGN APPLICATION REVIEW PROCEDURES

The Association's procedures for application, review, inspection, appeal, and enforcement of design review are outlined in this section.

Objectives

The ARC, in examining each application for design approval, considers whether or not the exterior change is in conformance with the standards and specifications outlined herein, and meets the objective of creating a community which is aesthetically pleasing and functionally convenient, and maintaining a harmonious relationship among structures, vegetation, topography, and the overall design of the community.

Application Procedure

Complete the Application form and attach all required exhibits. Include full details of the proposed change. If the change is structural, fencing or grading, submit a sketch or plan and outline specifications. Be sure to include such information as type of materials, size, height, color, location, etc. Provide a sketch of the location of a building or fence, as it relates to your house and lot. Mail, e-mail or deliver the application form to the association at the address on the form (See Attachment A). Incomplete applications will be returned, causing delay in obtaining approval.

The ARC will review your application within 30 days and respond to you in writing. Should you not hear from the ARC within 30 days of our meeting, please call to follow up. The 30 day review period does not start until the application has been received.

An application with all the required information will be considered by the ARC based on its individual merit, using these standards and specifications as a basis for making

a decision. The ARC's review process is outlined below.

Review Procedures

During the ARC's consideration of an application the ARC's members may view the site and may talk to the applicant and/or neighbors.

The ARC will consider the application and any data or comments received from immediate neighbors, or other homeowners. After discussion of the application as submitted, the ARC will approve conditionally, approve the application as submitted, or disapprove. The ARC will note in writing on each application the reason or reasons for conditional approval or disapproval.

The ARC will give each applicant written notice by use of a duplicate copy of the application or by a letter stating the decision.

The ARC will record its action and the notification to the applicant by placing copies of the executed application and/or letters in the ARC's archives available through the community web site.

The ARC may inspect both work in progress and completed work and request (either orally or in writing) the applicant to correct any non-compliances with the approved design.

Timing

In no event, however, shall the approval granted by the ARC be valid for any project not completed within 180 days. Any action beyond that date shall require resubmission of the application and approval by the committee.

Appeal Procedure

If an applicant disagrees with the decision of the ARC, the following appeal process is to be followed.

1. The applicant should file a written appeal with the Board of Directors within fifteen (15) calendar days after receipt of the decision; and

2. The Board of Directors will establish the date and time the appeal will be heard, normally at the next scheduled Board of Directors meeting. A reversal decision will require a majority vote of the Board of Directors. Upon completion of the appeal, the applicant will be notified of the decision in writing.

Correction Procedures

An exterior change made without approval of the ARC constitutes a violation of the Declaration and may result in incurring fines. A violation may require removal or modification of the work at the expense of the property owner, or payment of damages incurred by the Association in having the work removed or modified.

Upon notice from the ARC the Board of Directors may assess charges against any member of the association for violations of these standards and guidelines. However, before monetary penalties can be assessed the member will first be given the opportunity for be heard and represented by counsel before the ARC. Notice of the hearing, including the proposed charges or sanctions will be mailed to the member.

The ARC will inspect authorized construction in progress as well as the community in general to identify apparent and flagrant violations. Additionally, all homeowners have the responsibility to notify the ARC or Board of Directors of apparent violations of any provisions of these architectural standards and construction specifications.

The ARC will investigate each reported violation. ARC members may meet with the property owner

during an improvement which is in violation to discuss problems and agree to resolutions. Should the owner fail to follow up on the agreed upon corrections, the ARC will submit the matter to the Board of Directors for disposition. This could lead to the Association assessing fines or filing legal action against the owner.

V. GUIDELINES

This section provides general guidelines the ARC looks at when considering any application. If your project is aesthetically pleasing, does not have a negative impact upon property values or your neighbor, but does not specifically meet all of the guidelines, call a board member early in the planning stage before submission for approval. Remember that all exterior building projects require ARC approval prior to the start of the project.

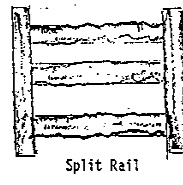
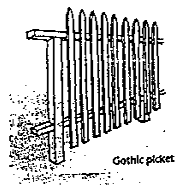
Repairs: Owners are responsible for repairs to existing structures. No application to affect repairs and restoration to original condition is required.

Clotheslines: Not allowed.

Dog Pens and Dog Houses: Not allowed.

Fences: The objective of the Board is to maintain openness in the appearance of the neighborhood. No fence of any kind shall be erected or maintained on any portion of any lot along the front property line or from the front building line to the front lot line. All fences along the sides or rear of lots shall be constructed as a hedge fence, a wooden fence or as a brick fence. Chain link fencing is not allowed. No fence shall exceed four and one-half feet in height. Any fence may be painted, stained or weathered to blend with the natural environment or compliment the house. The naturally weathered fence may need to be clear treated or maintained more regularly to retard

decay. The most common and most readily approved fence types are PICKET and SPLIT RAIL.



The most common materials are Cedar, Cypress, Redwood and Pressure treated pine. The latter is the most used and the most economical.

The typical construction usually utilizes 4" x 4" posts, 2" x 4" rails and 1" x 4" uprights or pickets.

The common width of the space between pickets is approximately 1.5" or the width of a common 2" x 4". Generally even wider pickets should be no more than 2" apart. On this point, it is recommended that uprights or pickets be no wider than 4.5" except in the case of small privacy enclosures.

Grading: Major changes in grading, e.g., berms, mounds, etc., shall be submitted for review. In addition, it should be noted that major changes to the topography of a lot could result in flooding into a neighbors yard, due to improper drainage. Neither the Board of Directors nor the ARC accepts any liability for any damage caused by any grading action, whether approved by the Architectural Review Board or not.

Landscaping, Plants and Gardens: ARC approval is not required for most planting or landscaping treatments that are biodegradable. However any 3 or more plantings in your side or front yard that forms a row and/or delineates your lot line will need approval, but is typically not allowed. (Note: The intent here is to preclude the construction in the front or side yard of a visual barrier, such as a fence of plants.) Caution should be exercised while digging holes so as not to cut into any

electric cable, etc. The State of Virginia and Fairfax County require that, before digging, homeowners contact MISS UTILITY.

Play Equipment: Play equipment does not need approval (read on for a few exceptions) provided it is located in your back yard, positioned 5 feet from any neighboring property line and reasonably distanced from any common areas or public property such as greenways and streets. Large playhouses or enclosed structures shall be treated in the same manner as storage sheds and are not allowed. Basketball goals are to be portable, are to be away from curb areas of the street, must be located on the owners' property in such a manner that the playing area is not in the street, and must not be left erected overnight obstructing a sidewalk or access to a common area.

Sheds/Storage Buildings: Not allowed. (Note: Some sheds were constructed earlier and were grandfathered for the current owner. These structures must be removed upon sale or property transfer.)

Vehicles and Storage: Boats, campers, trailers, trailered units or vehicles of any kind not used as regular transportation may be stored behind or beside the home, placed in an area improved for storage (does not allow grass to grow up around the unit), located at least 5 feet from a neighbor's property line; and positioned to provide minimal visibility from any street. All allowed vehicles are to be parked only on a part of the lot improved for that purpose, i.e.; a garage, driveway, carport or parking pad. The Board urges you to consider your neighbor's perspective when selecting a storage site, and not to store smaller items around the unit. No commercial vehicles shall be parked within the community overnight.

ATTACHMENT A

LAKE FOREST COMMUNITY ASSOCIATION
ARCHTECTORAL REVIEW COMMITTEE

APPLICATION FOR EXTERIOR CHANGE
(PLEASE PRINT)

LOT NO. _____
OWNER'S NAME: _____
PROPERTY ADDRESS: _____
HOME PHONE NO. _____ DATE: _____
DAYTIME PHONE NO. _____ EMAIL: _____

The owner requests design approval and grants permission to the Homeowners Association to enter the property to consider this request and inspect during construction and upon completion.

APPLICANT SIGNATURE: _____

APPLICANT SIGNATURE: _____

(See next page for instructions and information)

NAME OF PROJECT: _____
PROJECT DESCRIPTION: _____

EST. START DATE: _____ EST. COMPLETION DATE: _____

****DO NOT WRITE BELOW THIS LINE****

Received By: _____ Date Received: _____

Request Approval: _____ Review Date: _____

____ Approved as Submitted _____ Request Denied

____ Conditionally Approved (see below) _____ Other (see below)

Comments: _____

Architectural Review Committee Members Completing this Review

Instructions and Information

Enter name of projects, such as:

Painting	Deck
Addition to House	Fence
Siding	Windows

Please supply complete description of Exterior Design Change. Include (as appropriate): Sizes, Heights, Locations, Specifications, Materials, Sketches, Paint Chips, Pictures, etc.

Attach a copy of plot plan (received at closing), showing location of requested change.

Submit this form and all attachments to:

Lake Forest Community Association
Architectural Review Committee
9010 Octavia Court
Springfield, VA 22153

Forms and attachments may be submitted electronically to: arc@lakeforestcommunity.org.

**USE THE AREA BELOW FOR SKETCHES OR ANY OTHER INFORMATION
APPROPRIATE THE REQUEST (If attachments are provided, use this area for a
list of the provided attachments.)**

ATTACHMENT B

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EXHIBIT I

PROTECTIVE COVENANTS AND RESTRICTIONS

1. **LAND USE AND BUILDING TYPE.** No lot shall be used except for residential purposes. No building shall be erected, altered, placed or permitted to remain on any lot other than one detached single-family dwelling not to exceed three stories in height and a private garage for not more than two cars.
2. **FENCES.** No chain link fence of any kind shall be erected or maintained on or along any property line. No fence of any kind shall be erected or maintained on any portion of the said premises along the front property line or from the front building line to the front lot line. No fence of any kind shall be erected or maintained in or along the rear of said premises or from the front building line to the rear lot line or from the side of any building to the said lot line except a hedge fence, wooden fence, or brick fence. No fence shall exceed four and one-half feet in height.
3. **EASEMENTS.** Easements for installation and maintenance of utilities and drainage facilities are reserved to the County of Fairfax, as shown on the recorded plat and over the rear five (5) feet of each lot, and this instrument shall in no way affect, limit or restrict same.
4. **NUISANCES.** No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood. No commercial vehicle, whether owned by the lot owner or any other person, shall be permitted to remain on or be parked on any lot overnight. No outside clotheslines will be permitted.
5. No trade or business of any kind shall be advertised from or transacted on the said premises, except that this covenant shall not prevent a lawyer, physician, dentist, podiatrist, chiropractist, or any other member of the medical, dental or legal profession from practicing such profession from said premises, provided that such person so practicing such profession from said premises also resides therein.
6. No signs of any kind or character shall be exhibited, displayed or placed upon any portion of the above-described premises, except that the owner of any lot may place a sign not larger than ten inches by fifteen inches thereon, bearing the words "For Sale" or "To Rent" together with the name and address of the person to whom inquiries regarding the sale or rent of such property are to be addressed. The owner or occupant of such premises may also place one sign upon the premises upon which is inscribed the name and profession of the occupant of the premises, but no such sign shall be larger than six inches by twelve inches.
7. **TEMPORARY STRUCTURES.** No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuilding shall be used on any lot at any time as a residence either temporarily or permanently. The foregoing covenants and restrictions shall not apply to or prohibit the erection or maintenance of a sales office by the builder of the structure on the plots or parcels hereinabove described, and shall not apply to or affect any signs, used by the builder or by any firms, corporations and agents who may, will and do insure and guarantee said mortgage or mortgages, as to the plots or parcels hereinabove described.

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