

# **Raspberry Falls Homeowners Association (HOA)**

## **Design Guidelines and Maintenance Standards**

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## **Introduction and Objectives**

Purchasing a home in our community is a significant financial and lifestyle decision. The appearance of the community is an important element of that decision which must be maintained to protect Owners' enjoyment of their property and financial investment. These Design Guidelines and Maintenance Standards ("Design Guidelines") set out criteria for evaluating whether modifications are acceptable in maintaining that aesthetic appearance, and a formal Architectural Review process ensures compliance with the Design Guidelines. The Design Guidelines and Architectural Review process are legally incorporated into the Raspberry Falls Homeowners Association (HOA) Association Documents and apply to all Owners.

The main objectives of the Design Guidelines and Architectural Review processes are:

1. To maintain consistency with the overall design concept of the community;
2. To promote harmonious architectural and environmental design qualities and features;
3. To promote and enhance the visual and aesthetic appearance of the community;
4. To increase homeowner's awareness and understanding of the Covenants from which authority is granted for creating rules and use restrictions; and
5. To assist Owners in preparing a complete and acceptable application to the Covenants Committee.

Generally speaking, all outside improvements (unless otherwise noted) to an Owner's Lot must be documented with a modification application and submitted to the Covenants Committee (ARC). The Covenants Committee will make a recommendation to the board of directors for formal approval, before an Owner may implement their desired improvement. Owners are responsible for obtaining any/all required county permits upon receiving approval from the HOA on their proposed improvement. Any Lot Owner who commences work on an unapproved modification without the prior written approval, as required by the Association Documents and rules and regulations, or who fails to comply in all respects with the terms of the approval, shall be responsible for all costs, including legal fees, incurred by the HOA or the Committee to bring the Lot and the modifications into compliance with the Association Documents.

## **Amendments to the Design Guidelines**

These Design Guidelines may be reviewed and amended from time to time. It is anticipated that changes will involve clarification rather than substantive modification of the existing Design Guidelines. They may also be amended to reflect changed conditions or technology. Please refer to Article 9 of the Declaration for The Moorlands ("Declaration") for further details regarding the amending of the guidelines.

As a general rule, if an Owner obtains formal approval to install an item, addition or anything else on their Lot and is in compliance with the Association Documents and Design Guidelines at the time their project is completed, the HOA will not retroactively enforce new guidelines and require the Owner to make changes or remove something that was previously approved.

## **Applications**

Applications for alterations or improvements must be submitted on the approved HOA form. The application form requires information, which will assist the Covenants Committee in reviewing plans for your proposed alteration or improvement. Specific information is detailed below. Action on applications submitted without the required information will be delayed until all information is provided. The information required includes:

- **Description** - The application form requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used; overall dimensions

- height, length, width, height above ground level, etc.; color, pictures of the existing house, trim and roof color; and material submission of colors/materials of the proposed alteration or improvement.
- **Site Plan/Plat** - A site plan is a scaled drawing of your lot (plat) showing dimensions of the property, adjacent properties if applicable, and all existing improvements, easements and VDOT right of ways. You must draw your proposed improvement on a copy of this plat on record and provide it with your application. This drawing may require all setbacks and easements be shown. Contour lines may be required where drainage is a consideration and applications that are more complex may require larger scale (ten (10) to twenty (20) feet to the inch scale) enlargements of the plat, plan of County approved development, or site plans.
- **Drawings/Photographs** - Complete scaled drawings showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings shall show the relation of the improvement or alteration to the existing home. Drawings which are unclear slow the process and may be returned to the applicant for clarification. Photographs, catalogue clippings or manufacturer's "cut sheets" are acceptable for items such as lighting fixtures, storm doors, and other standard items.
- **Signatures** - The applicant is required to sign the application form. In addition, the signatures of all adjoining or affected property owners are required on all applications for projects that last more than seventy-two (72) hours or projects that have a significant impact on the exterior of the home. For smaller projects, like the replacement of a single window or in case of unavailability of adjoining owners, the Covenants Committee has the discretion to waive this requirement. E-mail communication may be used. The signatures do not constitute approval or disapproval of the proposed project; rather they indicate that the adjoining property owners are aware that an alteration or improvement is contemplated. Application received without signatures will not be reviewed. If you sign an adjacent property owner's application and have questions or concerns about the project, please contact the Property Management Company or HOA Board via email at [raspberry.hoa.board@raspberryfalls.org](mailto:raspberry.hoa.board@raspberryfalls.org).
- **Construction Schedule** - Applications must contain the proposed construction schedule indicating both a commencement and a completion date. All alterations or improvements must be commenced within six (6) months and completed within twelve (12) months of the approval.

All applications submitted to the Covenants Committee are subject to an inspection. For approved applications, this would include an inspection of job completion, at the Committee's discretion.

### **Authority**

The authority and responsibility for maintaining the quality and design in Raspberry Falls is founded in the Declaration, which is a part of the deed to every lot in Raspberry Falls. The intent of Covenant enforcement is to assure Owners that the standards of design quality will be maintained consistently throughout the community. This, in turn, protects property values and enhances the overall community environment.

It is important to understand that the requirement for Owners to obtain approval is not limited only to major alterations, such as adding a room, a garage, a fence or deck, but includes such items as changes in exterior color, changes to landscaping, modifications to materials, the installation of a storm door, etc. Approval is also required when an existing item is removed.

Each application is reviewed on an individual basis. There are no "automatic" or administrative approvals, unless provided for specifically in these Design Guidelines. For example, an Owner wishing to construct a deck identical to one previously approved by the HOA is still required to submit an application and obtain approval prior to the start of construction.

Failure of an Owner to obtain proper architectural approval will result in the HOA's demand for compliance or removal upon discovery of the violation. As stated in Article 9, Section 9.4 (a) of the Declaration, "Any addition, alteration or improvement upon any Lot in violation of the Association Documents (including the Design Guidelines) in existence at the time shall be removed within thirty (30) days after the notice of the violation." An Owner will be further subject to potential fines and a suspension of privileges as set forth in the Association Documents, rules and regulations.

### **Overall Review Criteria**

Applications are reviewed on their individual merits, including the consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design in one specific instance may not be for another. Design decisions made in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria, which represent in more specific terms the general standards of the protective Covenants:

- Relation to the Raspberry Falls Community Open Space - Fencing, in particular, can have a damaging effect on open space. Other factors, such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water runoff, also adversely affect Raspberry Falls' open space.
- Validity of Concept - The basic idea must be sound and appropriate to its surroundings.
- Design Compatibility - The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, use of like or similar building materials, color and construction details.
- Location and Impact on Neighbors - The proposed alteration shall relate favorably to the landscape, the existing structure and neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes, airflow or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. As another example, inappropriate "clutter" or play equipment, or an "ill-planned" landscape scheme may also affect existing neighbors.
- Scale - The size (in three (3) dimensions) of the proposed alteration shall relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
- Color - Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, shall match in color and composition.
- Materials - Continuity is established by use of the same or compatible materials as were used on 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 shall be retained in an addition. On the other hand, an addition with horizontal siding may or may not be compatible with a brick house.
- Workmanship - Workmanship is another standard, which is applied to all exterior alterations. The quality of work shall be equal to, or better than, that of the surrounding area. Poor practices, besides causing the Owner problems, can be visually objectionable. The HOA assumes no responsibility for the safety or structural validity of new construction by virtue of an approved design. It is the responsibility of each applicant to obtain a Building Permit where required and comply with County, State and Federal codes and regulations where required.
- Timing - Projects, which remain uncompleted for long periods, are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include an estimated completion date. If such time is considered unreasonable, the Covenants Committee may disapprove the application. Typically,

projects must be commenced within six (6) months of an approval; and completed within one (1) year.

### **New Construction - Replacement and Improvements**

These Design Guidelines apply not only to improvements contemplated by an Owner to an existing home or lot, but also to an unimproved or vacant lot owned by an Owner. No improvements may be made that are in conflict with these Design Guidelines. All construction on a vacant lot or home replacement requires an approval from the HOA. All new or replacement construction shall be harmonious with surrounding homes and design concepts of the community.

### **Review Procedures**

All applications shall be mailed or delivered to:

The Raspberry Falls Homeowner's Association (HOA)  
C/o Cardinal Management Group, Inc.  
3704 Golf Trail Lane  
Fairfax, Virginia 22033

Cardinal Management Group personnel will review each application for complete information prior to review by the Covenants Committee. Once a complete application is received, it will be forwarded to the Covenants Committee for review. After the Covenants Committee reviews and approves their recommendation, a letter of the Covenants Committee's decision will be mailed to each applicant at the address provided on the application. The review period from receipt of a completed application to receipt of an official approval or denial of a modification request is forty-five (45) days. Letters of denial will reference specific reasons for the denial and may be appealed. Appeals will be heard by the Board of Directors, if submitted within thirty (30) days of receipt of the denial letter.

### **Design Standards**

#### ***Air Conditioners –***

Air conditioning units extending from windows or protruding from existing structures are prohibited. Additional exterior air conditioning units, which are typically installed on a level pad on the ground, or the relocation of existing units, may be considered so long as they are placed near existing units and do not have an adverse audible or visual impact on adjoining lots or open spaces.

#### ***Antennas –***

Antennas and satellite dishes of a diameter of one meter or less are permitted; however they shall be installed in the least obtrusive and least visible location on the lot. Prior approval is not required for the installation of a satellite dish or antenna less than one meter in diameter. Prior notice of such an installation or planned installation is, however, requested. Prior notice will allow the HOA to assist the Owner in selecting the best possible location for the equipment, while complying with the requirement for the least visible and least obtrusive location. Any antenna or satellite dish greater than one meter in diameter must be installed in the least obtrusive and least visible location on the lot and shall be screened from view of adjacent properties with landscaping.

#### ***Arbors –***

An arbor is a decorative bar supported by vertical shafts for the purpose of supporting vines or hanging plants. It shall not exceed eight (8) feet in height from the ground or deck floor level, and

shall not be enclosed to create a solid barrier. If attached to a deck, patio or fence, the material and color must be the same. All arbors must be approved by the HOA before installation.

***Attic Ventilators –***

Attic ventilators may be considered if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators must be mounted on the least visible side of the peak as to minimize their visibility from public areas and adjoining lots.

***Awnings –***

Awnings may be considered, if they meet the following criteria:

- They shall be of a plain design without decorative features, such as scallops, fringes, etc.;
- Solid colors, which are compatible with the color scheme of the house, shall be used, rather than stripes or patterns;
- They shall be consistent with the visual scale of the house to which attached; and
- Pipe frames or structural supports for canvas awning (or similar material) shall be painted to match the trim or dominate color of the house.

***Barbecue Grills –***

Permanent grills, barbecue pits and smokers will be considered on a case-by-case basis. Construction design, scale and materials or permanent grill areas must complement the existing house and lot. Temporary grills shall be covered and stored out of sight when not in use.

***Basketball Backboards –***

Portable or permanent backboards are permitted, if play is limited to the driveway or rear of the home so that loose balls from missed shots fall into the yard of the applicant. No play lines may be painted on the driveway. An application is required for permanent backboards.

***Chimneys and Metal Flues –***

Full chimneys shall be constructed of brick or stone to match or complement the existing house. Direct vent gas fireplaces may be permitted so long as they are constructed of materials to match the existing house and designed as an architectural feature of the house. Metal flues and chimney caps must be painted if originally colored by the builder and visible from the road.

***Clotheslines –***

Clotheslines or similar apparatus for the exterior drying of clothes or bedding are prohibited.

***Common Areas –***

Common areas are the responsibility of the HOA. Owners shall not make alterations/improvements to any common area, including open space, natural areas, any activity area, streets, parking lots, lighting or any other common area elements.

***Compost Bins –***

Compost bins may be considered. If a compost bin is desired, the use of a pre-manufactured compost bin, which is earth tone in color, is encouraged. Bins must be located to the rear of the property and must be fully screened from the street, open space and adjoining and affected neighbors. All active compost must be treated at all times to prevent odors from escaping. Failure to maintain a satisfactory compost bin and/or the point at which the compost becomes a public nuisance shall indicate an abandonment of the compost pile and violation of these Design Guidelines.

***Decks –***

Decks provide for an extension of a home's living space. They may be designed to include bench seating areas, overhead timbers and trellises for shade and hanging plants, planter areas, and hot tubs with appropriate scale privacy screening. When deck design schemes include other exterior changes such as fencing, lights, plantings, etc., other appropriate sections of the Design



Guidelines shall be consulted prior to submitting an application. All decks must meet Loudoun County building codes.

- Location - Decks shall generally be located in rear yards. Side yard locations may be considered when lot size or topography prohibits rear yard locations. In all cases, the view of adjacent and affected Owners will be considered.
- Size and Scale - Deck size shall be appropriate to the scale of the home as sited on the lot. Decks must meet Loudoun County minimum setback specifications and shall not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats).
- Under Deck Storage - Elevated decks include an under deck area which has a visual impact on adjacent and nearby areas. When using an under deck area for informal storage, the visual impact shall be kept in mind. Storage must be maintained to present a neat and uncluttered appearance. Lattice or similar screening or landscaping will be required to screen objectionable views.
- Material and Color - Materials shall be wood or other composite deck material. All wood decks are required to be painted/stained to match the trim of the existing house. Walking surfaces of the deck may be left natural if desired.
- Railing and Post Details - Railings of deck may be either of a Windowpane, Traditional, Chippendale, Starburst or Sunburst design. The maximum permissible railing height is forty-two (42) inches. Wood support posts must be a minimum of six (6) inches in diameter or cased to appear six (6) inches x six (6) inches. Columns of a Tuscan design are preferred. Railings of aluminum or wrought iron may be submitted for consideration.
- Stairs - When the use of stairs is desired, the HOA encourages the practice of interrupting the flight of stairs with a landing for both safety and appearance. Stairs, as well as tread and riser dimensions must meet Loudoun County building codes.
- Drainage - If changes in grade or other conditions, which will affect drainage, are anticipated, they must be indicated on the application, with drainage areas are to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Serious consideration should be given in making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.

***Dog House/Pet Structures –***

The HOA may consider applications on a case- by-case basis. Doghouses must be located in the rear of the property and must be screened from view of the street and adjoining lots. Pre-manufactured doghouses may be permitted if of an appropriate style and appropriately placed and screened. Applicant constructed doghouses shall complement the existing home in color and material and shall not exceed twelve (12) square feet or be higher than four (4) feet above ground level. Doghouse areas are to be kept free of animal waste and debris. *Dog runs are prohibited.*

***Doors - Exterior –***

Front doors must be of a style and color compatible and complementary with the style of the home and the existing colors on the applicant's home. New hardware shall be compatible and complement that installed by the builder.

***Doors - Storm –***

Storm doors shall be full view, without significant decoration, ornamentation or edging (for example, half view and cross buck storm doors with scalloping are not to be permitted). Storm doors shall match the color of the entrance door or the trim around the entrance door. Exceptions may be made depending upon the style of the front entrance and facade.

***Driveways –***

Extensions, modifications or additions to driveways will be considered only, if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway extensions must be of a size and scale, which will complement the property, rather than become a focal point. Extended driveways may not be used for parking inoperable, commercial, recreational or unused vehicles.

**Electronic Insect Traps –**

Electronic insect traps will be regulated based on the same criteria as for 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 and guests.

***Exterior Decorative Objects and “Seasonal Décor” –***

Approval will be required for all exterior decorative objects, exceeding thirty (30) inches in height and eighteen (18) inches in width or depth, including natural man-made objects. Decorative objects will be considered based on theft size, color scale, appropriateness with the surrounding area, and their visual impact of adjoining lots and open space. Exterior decorative objects include such items as sculptures, fountains, small decorative pools, stumps, driftwood, free-standing poles of any type, and items attached to approved structures. Lawn ornaments such as fountains, sculptures, bird baths, decorative balls, etc. are discouraged; however upon their size, ornaments may be allowed in rear yard within the context of an approved landscape design.

Note: “Seasonal Décor” does not require prior approval, for holiday decorations/observances (examples: Christmas, Hanukkah, St. Patrick’s Day, Memorial Day, Independence Day, Halloween, Thanksgiving, etc.). However, Owners shall not decorate more than four (4) weeks before each holiday and shall remove exterior decorations within two (2) weeks following a holiday (with reasonable exceptions for inclement weather).

As a courtesy to your neighbors, decorative lighting must be turned off by midnight each evening.

***Exterior Lighting/Landscape Lighting –***

Individual property light fixtures (including post lights) must match or be compatible with the fixtures originally approved in the Builder Guidelines and installed by the builder.

Light sources must be a "white" light or incandescent light. High-pressure sodium (yellow-orange) lights are prohibited.

Spotlights or floodlights generally create glare and high intensity light "spill-over" and are not permitted. All rear yard security lighting shall be provided with wall- mounted decorative fixtures (with or without motion detectors).

Exterior lighting (flood lighting, motion sensors, entrance lighting, etc.) shall not be directed outside the applicant's property. Light fixtures, which are proposed in place of the original fixtures, shall be compatible in style and scale with the builder-installed fixtures.

Lighting which is a part of the original structure must not be altered without HOA approval. Applications for exterior lighting shall include wattage, height of light fixture above ground, and a complete description of the light fixture and its proposed location on the property.

Landscape lighting located along a walkway or among shrubbery will be considered so long as it does not detract from or overwhelm the overall lighting appearance of the home and property.

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

***Exterior Surfaces –***

Exterior materials and colors have been selected and approved to present a uniform architectural theme for the community. Any replacement roofing, siding, trim, etc. must match existing. In the event a material or color is not available or if there is a problem with any material, the HOA may

approve a similar alternate material and/or color. Generally, painted surfaces may only be painted; stained surfaces may only be stained; and unstained surfaces (brick, siding, etc.) may only be replaced with like material and may only be left unpainted or unstained.

#### ***Fences –***

Proper fencing can have a unifying effect upon a neighborhood. Improper fencing can detract from the appearance of a neighborhood. In all cases, fencing shall be constructed with the "finished" side facing out. Chain link fences will not be approved under any circumstances. The location, design, height, material, detailing and color of fencing shall match that of the approved standard.

- Deed Restrictions - Owners should review their deed to determine whether an easement agreement is in place, which would prevent installation of fencing. The original builder/developer may have created a restriction on a lot by lot basis.
- Material and Colors - Fences must be constructed of natural wood, three (3) or four (4) rail split, or wrought iron/aluminum. Fences made of wood must be natural in color and properly maintained (stained for durability), or may be painted black (and regularly touched up). Wrought iron/aluminum fencing around pools must be painted black and also properly maintained. Height of all fencing must be at least forty-eight (48) inches tall and no taller than sixty (60) inches. Where security is desired, metal landscape mesh (defined as a light or medium gauge mesh with square or rectangular openings - usually factory coated with a brown, black or green vinyl) may be used on the inside of fences, or for swimming pools, on the outside of fences to comply with Loudoun County pool safety codes. Chicken wire, chain link and chain link material will not be permitted.
- Swimming Pool Fences - Fencing around a swimming pool and related pool equipment must be constructed of non-climbable black wrought iron or aluminum fence. Fencing of this type must be simple in design with no excess ornamentation and must be forty-eight (48) inches in height. Such fencing must meet Loudoun County pool safety codes. Additional fencing is not required along the perimeter of the Lot.
- Location - Fences shall be restricted to the rear yard except in neighborhoods where originally designed or anticipated as a neighborhood feature by the builder or developer. This means fences must be attached to the rear corner of the home and may extend to the side yard and then proceed back to the rear property lines, making sure no easements or save areas are violated. Exceptions to the requirement of the rear yard location may be given because of the topography and citing of the applicant's house in relation to adjacent houses, rear yard size, and/or the desire to enclose builder- installed side entry door area. When such a variance is granted, in no case may a fence be installed within twelve (12) feet of any front corner of a structure.
- Privacy Toppers - Prohibited.

#### ***Firewood –***

Firewood shall be kept neatly stacked and shall be located to the rear of the property in such a manner as to avoid adverse visual impacts for adjoining properties or open space. The use of brightly colored tarps will not be permitted. Where such a cover is required, the color shall be a muted brown or tan and shall be securely affixed to the woodpile. Firewood may not be stored on community open space.

#### ***Flagpoles –***

Permanent and/or, freestanding flagpoles are prohibited. Temporary flagpole staffs, which do not exceed six feet in length and are attached at an incline to the house or dwelling unit with decorative flags are permitted and do not require an application.

#### ***Garage Doors –***

An application is not required if replacement of garage doors is consistent with the style and color installed by the builder; otherwise, an application is required. Garages may not be converted to

living spaces. Using a garage as an obvious pet confinement area (leaving garage doors partially open with or without screening) will not be permitted.

#### **Gazebos –**

Gazebos shall be appropriate to the size of the home as sited on the lot. They must meet Loudoun County minimum setback requirements and shall not be constructed across Building Restriction Lines (BRL) shown on the individual plat or site plan.

- Location and Style - Gazebos shall be located in the rear yard. Particular attention will be given so that views from adjoining and adjacent lots are not adversely impacted. [The HOA will determine adjoining and adjacent lots at the time of application.]
- Materials and Color - Gazebos shall be constructed of a material which is the same as or complementary to the existing home. In the cases where redwood, cedar or pressure treated lumber is used, the material may be painted to match the home, left to weather naturally or sealed with an appropriate sealer to prevent weathering. Roof material must be the same as that of the existing home, or complementary shake shingles may be used. Screen material shall be dark nylon or aluminum type.

#### **Screened Porches/Three Season Room –**

Screened porches or three season rooms shall comply with the following requirements:

- Location – Screened porches shall be located on the rear of the house. Exceptions to the rear location can be made if the existing home design favors a side location of the house.
- Size and Scale - Screened porches shall be appropriate to the size of the home as sited on the Lot. They must meet Loudoun County minimum setback requirements and shall not be constructed across Building Restriction Lines (BRL) shown on the individual plat or site plan.
- Material and Color - Screened porches shall match the existing house in materials and color, except that they may also be constructed of finished natural woods. The use of a shed type roof is prohibited. In all cases, the screened porch roof must be shingled to match the existing house.

#### **Gutters –**

As part of new construction by an Owner, gutters must match or complement the existing trim color or area of the home to which they are attached. Extensions of downspouts at ground level are discouraged because of drainage considerations on adjoining properties and open spaces. All downspout extensions must be buried in such a manner to adequately manage runoff, according to correct engineering practices and local codes.

#### **Hot Tubs/Spas –**

Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature or decks and/or patios is encouraged. The exterior finish of an elevated hot tub shall blend with the exterior finish of the home deck or patio to which attached or most closely related. *Landscaping or other proper screening will be required.*

#### **House Numbers –**

House numbers shall be legible, and be of a size and color appropriate for the applicant's house.

#### **Landscaping & Vegetable Gardens –**

Landscaping and vegetable gardens require an application to the HOA. An application is not required to remove plantings or vegetation, clean up existing beds, plant/remove a single tree (under twelve (12) feet), or remove a tree stump.

- Location - Care shall be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular and pedestrian traffic, as well as to preserve views of the golf course or other open space areas. Hence, shade and branch patterns of larger trees should be carefully considered.
- Scale - Care must be exercised in selecting plant materials, which, upon maturity, will be an appropriate size in height and breadth for the intended location. Mature size, in height and diameter, should always be considered, especially when planting close to walkways and houses. Consideration will be given to the effect plantings will have on views from neighboring lots. Trees shall be clustered rather than widely spread. A three-dimensional appearance of planting is improved by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover.
- Tree/Plant Removal - No live deciduous or evergreen tree with a trunk eight inches or more in diameter may be removed without specific approval by the Board unless there is imminent danger to people or property.
- Hedges - An application is required when plant materials are planted as hedges, fences, barriers or screens, or which meet or exceed [either at installation or at maturity] twenty-four (24) inches in height. Hedges will only be considered for rear and side yard (not extending forward of the front plane of the home into the front yard) installations.
- Landscape timbers and/or stone - require an application.
- Retaining Walls - The tops of retaining or decorative walls must be level and step down to accommodate grade changes. Retaining or decorative walls must not adversely impact drainage and may require landscaping to soften the visual impact.
- Ground Cover - Mulch, rocks, bricks, timber and similar materials may be used minimally as design elements but shall not dominate the landscape design. Monolithic paving or covering front or side yards or portions thereof with gravel, stones, pebbles as the principle design element will not be permitted.
- Vegetable Gardens - Such gardens shall be neatly maintained throughout the growing season; including removal of all unused stakes, trellises, weeds and dead growth.
  - Location - All such gardens must be confined to the rear of the property, out of view of adjacent and nearby streets. The view of the adjacent and nearby residents must be considered when planning a garden. Gardens may not be installed on HOA open space.
  - Runoff - Gardens shall not be planted on a grade exceeding a ratio of 5' to 100'; runoff patterns shall be considered prior to installation and care must be taken to prevent damage to property below it through the flow of water onto lower property, including common area.
  - Size - Vegetable gardens shall not exceed four hundred (400) square feet, (twenty foot by twenty foot).

***Lawn Furniture –***

The use of interior furniture, particularly overstuffed furniture, on patios, decks, porches and in yards is prohibited. Furniture left outdoors must be kept in good repair. Outdoor furniture must be of a scale and style, which does not detract from the appearance of the area. Use of outdoor or lawn furniture meeting this standard does not require HOA approval.

***Mailboxes –***

The mailbox style in Raspberry Falls was selected to create a unifying appearance in the community. Owners who need to repair or replace their mailbox may contact Delmarva Mailboxes & More, Inc. Address: 8758 Virginia Meadows Drive, Manassas, VA 20109. Phone Number: 571-379-8454. Email: sales@delmarvaimailboxes.com. Website: <http://waves-end.biz/mainstreet/display/mp-510/>. Model number: MP-510. Mailbox numbers must be brass in color.

**Painting –**

An application is not required for re-painting or re-staining a specific object to match its original color, unless the HOA has since prohibited the use of that specific color. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing and other appurtenant structures. Change of exterior color shall relate to and complement the colors of the houses in the immediate area.

**Patios –**

Patios provide a means for ground level extension of indoor space with less visual impact than elevated decks. Patios shall be located in the rear yard and shall be installed within County setback required limits, and not across Building Restriction Lines (BRL). Patios may be constructed of wood, concrete, brick, landscape slate, flagstone, etc. When patio design schemes include other exterior changes such as fencing, lights, plantings, etc., other appropriate sections of the Design Guidelines shall be consulted prior to submitting an application.

**Porches –**

Porches may be considered on a case-by-case basis, however the structure must complement and be compatible with the existing house in style, scale and design. All materials and colors must match the existing house.

**Recreation and Play Equipment –**

Creatively designed play equipment is encouraged. These standards are provided in an effort to reconcile the need for play equipment with the goal of **minimizing its visual impact**. Play equipment must be made of wood or PVC with neutral color tones (dark green, brown, taupe, or gray) to blend with the natural surroundings.

- Location and Site - Play equipment, including but not limited to play houses, trampolines, swings, climbing equipment, etc., must be placed in rear yards in such a location where it has a minimal impact on adjoining lots and must be fully screened from adjoining and affected neighbors, open space and common area. Consideration will be given to lot size, equipment size and design, amount of visual screening proposed or required, etc.
- Temporary Play Equipment - An application is not required for plastic playhouses, small sliding boards, and sand boxes, etc., as long as such equipment is used in the rear yard and stored out of sight when not in use for extended periods. Consideration must be given to the visual impact of adjacent and nearby residents when using such equipment.

**Room Additions/Garages/Sunrooms –**

Room additions are considered to be those, which substantially alter the existing structure and become as an original fixture of the existing home, additions must meet all county and state codes.

- Location - the location of major alterations shall not impair views or the amount of sunlight and natural ventilation on adjacent properties. Room additions and garages must meet Loudoun county setback requirements and may not be constructed across Building Restriction Lines (BRL). Depending upon lot sizes, garages will be considered on a case-by-case basis.
- Design and Materials - The design of room additions or garages shall be the same or compatible in design, scale, materials and color with the applicant's house and adjacent houses. Roof pitches must match or be compatible with the roof slope on the applicant's existing house. Roofing materials must match that of the existing house; siding must match existing siding in color, material, size and style. Windows and doors must match those used in the existing house and shall be located in a manner that relates well to the location of other exterior windows and doors in the existing house. If changes in grade or other conditions, which will affect drainage, are anticipated, they must be indicated.

Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

- Colors - The colors of all such improvements must match the colors used on the existing house.

#### ***Security Devices –***

Any security equipment including cameras, fixtures and conduits shall be designed, located and installed so as to be an integral part of the architecture of the building and not detract from its design and appearance. Barred or ornate metal security doors or windows are prohibited.

#### ***Sidewalks and Pathways –***

The installation of sidewalks or pathways on a lot will be considered if they are appropriate for the intended use and are appropriate to the size and scale of the lot. Stone, concrete, slate, flagstone or brick pavers would be appropriate materials. Pathways or sidewalks must be set back from any Virginia Department of Transportation (“VDOT”) rights of way and out of any easements.

#### ***Signs –***

The following restrictions shall apply to signage:

- Political yard signs – Do not require an application. A maximum of two (2) twenty-four inch by twenty-four inch (24” x 24”) signs per front yard are allowed and may be used within forty-five (45) days of an election. Signs must be removed immediately after the election is completed.
- Real Estate Signs – Do not require an application. Owners are responsible for ensuring that Listing Agents remove temporary Open House signs immediately after every showing. Additionally, no use of balloons or other props shall be allowed.
- Security Signs – Do not require an application and may be posted within 10 feet to the immediate left or right of, and/or extending two (2) feet forward of the front and rear entrance of a home.

All other signs, either temporary or permanent, advertising products or services, whether provided by the Owner or others; announcing events; or signs denouncing another person, place, entity or thing are prohibited. Additional placement of bandit and directional signs are prohibited in the community.

#### ***Fixed Panel Skylights –***

Skylights may be mounted on a rear roof location, parallel with the roof plane. The glass or surface material shall be clear or dark tinted. White tinted material is not permitted.

#### ***Tubular Skylights –***

An Application is required for installation of Tubular Skylights. Skylights shall be located such that they are not visible from the front of the dwelling unit or a street. Applications will be reviewed on a case by case basis, and must adhere to Federal and Local guidelines.

- Specific Guidelines - Tubular Skylights shall not measure more than seventeen (17) inches in diameter (on outside). Color on framing shall be painted bronze/brown (not to be mill finish). Tubular Skylight dome shall be clear (not white or dark tinted).
- Submission Requirements - A drawing or photograph(s) showing the proposed location of the Tubular Skylight/s. Catalogue photographs or manufacturer's "cut sheets" of all components including dimensions, colors, materials, etc.

#### ***Solar Panels - (Solar Collectors) –***

Solar collectors (panels) shall be selected, located and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. The design, color, configuration and location of the proposed solar collectors must be compatible with the

architecture of the house. Applications will be reviewed on a case-by-case basis, and must adhere to Federal and Local guidelines.

- Specific Guidelines - Solar collectors shall have a low profile and shall be mounted flat on the rear sloping roof, parallel with the roof ridge and edges. The size and number of collectors shall be in proportion to the area where they are to be installed. No framing, piping, control devices and wiring shall be exposed on the roof area.
- Submission Requirements - A drawing or photographs showing the proposed location of the solar collectors and description of any visible auxiliary equipment. Catalogue photographs or manufacturer's "cut sheets" of all components including dimensions, colors, materials, etc. shall also be provided.

#### ***Storage Sheds and Greenhouses –***

Storage sheds and greenhouses have an aesthetic impact on neighboring lots. Inconsiderately placed or poorly designed sheds or greenhouses can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed or greenhouse that there are needs other than storage or hobby use, which must be considered. Sheds and greenhouses shall generally be located in rear yards. Side yard locations may be considered when lot size or topography prohibits rear yard locations. In all cases, the view of adjacent and affected owners will be considered. *Owners should refer to their deed to verify whether an easement exists that would prevent a shed from being built on their Lot.*

Shed and Greenhouse Design Criteria:

- Size - No shed or greenhouse shall exceed one hundred ninety-two (192) square feet or 12 feet in height.
- Prefabricated Sheds - No prefabricated or metal sheds will be permitted. Prefabricated sheds made of wood may be submitted, however, visual impact on surrounding properties will weigh strongly on the approval/disapproval.
- Design - The architectural design of the shed or greenhouse shall be compatible with the design of the house, i.e. same materials, same color scheme, same roof materials, same detailing. A picture of the desired location of the shed or greenhouse must be submitted with the application to be considered for approval.
- Materials - The finished materials used for the shed or greenhouse must be the same as the exterior finish of the house. A description of all materials must be submitted for review. With respect to greenhouses, the material and color shall be glass (versus plastic or wood).
- Color - The color scheme must be the same as that on the house.
- Roof - The roof slope and the type and color of the roofing material (shingles, etc.) shall be consistent with those of the house.
- Landscaping - Screening is required for all sheds and greenhouses, and a landscape design must accompany the shed application to be considered for approval.
- Greenhouse Windows – Greenhouse windows may be installed on the rear area of a home so long as the color and materials in the window match those in the existing house.

#### ***Storage of Boats, Trailers, Golf Carts, Campers, Mobile Homes or Recreational Vehicles –***

No recreational vehicle may be parked or stored in open view on residential property, residential streets or open space, the golf course, or any common area for more than twenty-four (24) hours. Further, the Board of directors has defined "recreational vehicle" as follows:

- Golf Carts;
- Any boat or boat trailer, canoe, Jon-boat, paddle boat, jet skis, sailboats, catamarans, rafts or inflatable;
- Any motor home or other self-contained camper;
- Any camper slip-ons where the camper backs are 12 inches or higher than the roofline of the cab of the truck;



- Any mobile home, trailer, fifth-wheel trailer or horse trailer;
- Any pop-up camper/tent, trailer or other similar recreation oriented portable or transportable facility or conveyance; or
- Any other vehicle not defined above which could not normally or regularly be used for daily transportation, including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Virginia.

The following vehicles shall be treated in the same manner as recreational vehicles:

- Any vehicle that is included in a State Code of County Ordinance as being defined as commercial, except that a normal passenger vehicle used for commercial purposes but not modified for commercial purposes may be permitted on a case-by-case basis. (For example, a passenger vehicle, a pickup truck not exceeding one-half (½) ton, or a passenger van - used also for commercial purposes and having the name of the business written on the front doors in an area not exceeding two point two five (2.25) square feet may be permitted. Any vehicle described above having exterior equipment/ladder racks, compartments, fixed boxes or the like will not be permitted).
- Any private or public school or church bus.
- Motorized vehicles are not permitted on any common area within the community.

***Storm Windows –***

Exterior storm windows may be considered where the style of the windows and frames match the style and color of the existing window. White colored frames may be acceptable in certain specific cases.

***Swimming Pools –***

Only in ground swimming pools will be considered. Swimming pools must be located in the rear of the property and must meet all Loudoun County building and health codes.

Temporary summer or wading pools may not exceed six (6) feet in diameter and/or one (1) foot in height are permitted and do not require an application, but must be emptied and removed from view when not in use.

***Swimming Pool Fencing - See Fencing***

***Trash/Recycling Containers –***

Trash cans and recycling containers must be stored out of view of the street or adjoining properties at all times, except on scheduled pickup days. Containers shall be placed out at curbside very early in the morning on pick up days or after dark the evening before. Screened areas for trash and recycling container storage may be incorporated into a deck design.

***Tree Removal –***

Please see Landscaping and Vegetable Gardens section, page 14.

***Water Gardens –***

Water gardens require an application and shall be in the rear yard. The applicant shall consider the location and installation of such so that safety of household members and neighbors is considered.

**Maintenance Standards**

Property ownership includes the responsibility for maintenance of the lot and all improvements constructed as 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, sheds and playground type of

equipment. The following represent some (but not all) of the conditions, which the HOA considers a violation.

1. Peeling paint.
2. Cracked or broken siding.
3. Recreation equipment, which is either broken or in need of repainting.
4. Guttering in need of painting, repair or replacement.
5. Fences with broken or missing parts, or which are leaning.
6. Sheds with broken doors or in need of painting or repair.
7. Decks in need of repair or re-staining.
8. Concrete or masonry block foundations in need of repainting.
9. Permanent light fixtures that are not in working order
10. Obvious mold on dwelling including, but not limited to roofing, siding, front walkways, and/or fencing.

Most residents would not allow any of the above conditions to exist as they seek to preserve and protect the investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The HOA expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Raspberry Falls.

#### **Lot Maintenance**

Mowing - Turf areas shall be mowed at regular intervals, maintaining a maximum height of five inches (5"), and a minimum height of two and one-half inches (2 1/2").

Planting Beds - Gardens and planting beds must be kept in a neat and orderly manner, free of significant weeds and debris.

Tree Maintenance - Trees shall be kept pruned so that dead or dangerous limbs do not cause damage to property or injury to persons should they fall. Suckers, low hanging branches and dead plant material shall be removed regularly. Temporary irrigation feeder bags may remain in place until a new tree becomes self-sustaining. Following this, the bags shall be removed.

Lawn Watering - Lawns, including all trees and shrubbery, shall be maintained and kept green/healthy within reason.

Lawn, Garden Fertilization and Weed Control - All soil shall be tested before fertilizer is added, especially in areas where drainage will flow into waterways and ponds. Special care shall be taken not to over-fertilize or to fertilize lawns and gardens where there is the least chance of run-off. Soil test kits are typically available free of charge from the County libraries or County Extension Office. Every reasonable effort shall be made to maintain a weed free yard as possible.

Trash Removal - Each Owner is responsible for keeping all trash secured in containers designed for such trash storage. Trash containers must be stored in garages or otherwise out of view of adjoining lots, common area, the golf course and adjacent and nearby streets. Trash may be placed out for pick up after dusk the evening prior to a scheduled pick up or early in the morning of scheduled pick up. Emptied trash containers shall be removed from public view as soon as possible after pick up and in no case shall they remain in public view after dusk the evening of a scheduled pick up.

Each Owner is responsible for picking up litter on his own lot and preventing wind-blown debris from originating on his lot. Owners are responsible for ensuring trashcan lids are secured and reduce the risk of loose debris.

At no time is the HOA's open space to be used as a dumping ground for any debris. Organic debris such as leaves, grass clippings and branches may not be dumped on open space. These materials take many years to decompose and do not create good habitat for wildlife. Yard waste is required to be recycled according to County specifications. Removal of accumulated trash and debris from HOA common areas will be completed as necessary. Removal of trash and debris costs the HOA dollars and voluntary resident and neighborhood clean-up, in addition to controlling the litter at the source saves the HOA resources.

Pesticides and Herbicides - Pesticides and herbicides may be applied according to label instructions for a specified problem. Emphasis shall be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways and near adjacent residences. Avoid the use of pesticides and herbicides if at all possible, but when necessary, use caution and follow manufacturer's instructions.

*These guidelines are updated periodically as needed. Please be sure you have the most current version for reference as to the Design Guidelines.*