

Architectural Committee Rules

Revised January 2019

Stanley Forest Homeowners' Association, Inc.
P.O. BOX 1941 | WOODBRIDGE, VIRGINIA 22195



INFORMATION: The Architectural Committee Rules provide general guidance to supplement the Declaration of Covenants and the HOA Articles of Incorporation By-Laws regarding requirements to maintain the architectural design of this community to uphold and improve our property values. The Rules were first published with the establishment of the Stanley Forest Subdivision in 1987. They were first revised in December 1990 and are again revised in January 2019 to update the Rules for consideration of updated laws and regulations; updated materials available such as newer composite wood-like materials; and HOA Board approved changes since 1990.

ARCHITECTURAL COMMITTEE RULES

ARTICLE I

ROLE OF THE STANLEY FOREST HOME OWNERS ASSOCIATION

Section 1 The role of the Association, of which every property owner is a member, is to conserve and enhance the resources of the total community, while maintaining and operating the community common open spaces.

Section 2 The Association accomplishes these functions in a variety of ways. One of which is by ensuring the retention of harmonious, though diverse, design qualities of the Community through the Architectural Committee. Studies of planned communities show that providing this assurance of architectural stability and maintenance is reflected in the preservation and enhancement of real estate values and is of prime importance to property owners and residents.

Section 3 The Architectural Committee performs its task of ensuring the aesthetic quality of the homes and their environs by establishing and monitoring the architectural review process. These architectural rules focus on exterior alterations made by owners.

ARTICLE II

OBJECTIVES OF STANLEY FOREST ARCHITECTURAL GUIDELINES

Section 1 The overall objective of this document is to provide a standard by which all submitted architectural change requests may be objectively reviewed for approval. The standards described in this document address improvements for which homeowners most commonly submit applications to the Architectural Committee. They are not intended to be all inclusive or exclusive, but rather to serve as a standard to what may be done. The specific objectives of this booklet are:

- A. To increase homeowner's and resident's awareness and understanding of the covenants.
- B. To describe the organizations and procedures involved with the architectural standards established by the Covenants.

- C. To illustrate design principles which will aid residents *in* developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
- D. To assist residents in preparing an acceptable improvement application to the Architectural Committee.
- E. To provide uniform standards to be used by the Architectural Committee in reviewing applications.

ARTICLE III

PROTECTIVE COVENANTS

Section 1 The basic authority for maintaining the quality of design in Stanley Forest is founded *in* the *Declaration of Covenants, Conditions, and Restrictions of Stanley Forest, Article VIII, Architectural Control, Section 4, Architectural Committee Rules*, which are a part of the Deed to every property in Stanley Forest. 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. All too frequently, this information is not read by the owner. Since these Covenants run with the real property, they are binding on all owners whether or not they have been read. They should be periodically reviewed and fully understood. The Covenants established the Stanley Forest Home Owners Association and the Architectural Committee.

ARTICLE IV

WHAT CHANGES MUST HAVE COMMITTEE APPROVAL

Section 1 *Article IV, Land Use Classification Permitted Uses and Restrictions, Section 2, Permitted Uses and Restrictions - Single Family, Paragraph E, Improvements and Alterations*, of the Declaration of Covenants, specifically requires approval for any and all alterations, improvements, repairs or additions on any lot that alters the exterior appearance. It is important to understand that approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and materials, landscaping, retaining walls, certain equipment, fences, trellises etc.

Section 2 Design decisions made by the Architectural Committee in reviewing applications are not based on any individual's personal opinion or taste. Approval of acceptable designs are based on the guidelines set forth in this document including:

- A. Design compatibility with your surroundings.
- B. Location and impact on neighbors/community.
- C. Design scale.
- D. Design color.
- E. Materials compatibility with existing materials.

Section 3 All decisions of the Architectural Committee shall be final and no property owner or other parties shall have recourse against the Architectural Committee for its refusal to approve any request.

ARTICLE V

APPLICATION AND REVIEW PROCEDURES

Section 1 Applications (original and a copy) shall be submitted, preferably using the standard Architectural Committee application form, to the Architectural Committee and shall include the following:

- A. Name, address, and telephone number of requestor.
- B. A brief written description of addition or alteration to your home or property.
- C. Dimensional plans, and details showing length, width, and height of changes to home or property.
- D. Description of material types and colors.
- E. Estimated date of completion.
- F. Property owners are encouraged to consult with neighbors regarding the proposed addition or alteration. Signatures of neighbors will acknowledge their awareness of the project.

Section 2 Whenever possible, applications will be reviewed on a bi-weekly schedule. Results of the Architectural Committee review will be returned to the homeowner along with a copy of the request whenever possible, within one week after the scheduled meeting. Given the volunteer staffing of the Committee, please be sure to allow sufficient time for the request to be acted on prior to the start of the project.

Section 3 Disapproved applications will be returned to the homeowner with a written description of the Architectural Committee's decision and rationale for architectural non-compliance. All decisions of the Architectural Committee shall be final. Modified requests to comply with architectural review may be resubmitted as new requests for review and consideration.

ARTICLE VI

ENFORCEMENT PROCEDURES

Section 1 *Article IV, Land Use Classification Permitted Uses and Restrictions, Section 2, Permitted Uses and Restrictions - Single Family, Paragraph E, Improvements and Alterations*, of the Declaration of Covenants states that the Architectural Committee shall ensure compliance with established standards for all lots within Stanley Forest. Each homeowner is encouraged to notify the Architectural Committee of any violations.

- A. Upon discovery of a violation, the Architectural Committee shall notify the homeowner in writing within 30 days, describing the nature of the violation. The homeowner has 30 calendar days upon receipt of notice to submit a proposal for corrective action. The proposal shall include a description of work to be done along with a schedule for completion.
- B. If no response to the Architectural Committee's notification is received within 30 calendar days upon receipt by the homeowner, a second notice will be sent out. The homeowner will have two weeks to respond with their proposal, otherwise the violation will be turned over to the Board of Directors for action in accordance with Article IX of the Stanley Forest Homeowners Association Covenants. The Board of Directors will notify the homeowner of their right to speak with their defense at a scheduled meeting, and will render a decision of corrective action to be taken. The case will still be reviewed whether or not the homeowner appears in person, and the decision by the Board will be forwarded in writing to the homeowner. Failure to comply with the Board's decision will result in legal action against the homeowner in accordance with the Virginia Property Owners Act.

ARTICLE VII

ARCHITECTURAL STANDARDS

Section 1 This section of the document is devoted to explanation of the standard used by the Architectural Committee in considering requests from property owners.

A. Fences.

1) General:

Fences are used to define property, provide visual privacy, and security. Landscaping alternatives to the use of fences are encouraged.

- a) All fences must be approved by the Architectural Committee before construction.
- b) Fences shall be restricted to side and rear yards, with none extending beyond one half the side of the house.
- c) All exposed fence frame work shall face the inside of the installer's lot. Unpainted wire liners that are attached to split rail fences must be installed to the inside of the installer's fence line.
- d) Due to existing site conditions and grading, fence construction may require additional landscaping in order to lessen the overall impact on the community.

2) Style:

- a) Original community fencing was required to be solely of wooden construction. Repair of original wooden fencing requires the use of similar wooden materials similar to the original design and specification. New project fencing within the community may use newer wood-like composite materials on a case-by-case approval basis. However, property fences must consist of a single material design and shall not add new composite materials to existing wooden fencing. Property fences shall be compatible with adjacent structures and fences, and either left to weather naturally or stained/painted (fence color subject to further approval).
- b) Gates shall conform to fence style, color, and material.

- c) Fences shall have a maximum height of six feet (6') and a symmetrical dip or other suitable design is encouraged to soften the linear top.
- d) Stockade fence as defined by: 6' height, boards of 2 - 3" width and pointed tops are not allowed in the community.

3) Maintenance and Repair:

- a) Existing approved fencing shall be maintained in a functional state of repair using materials similar to the original design and specification.
- b) Any new fencing erected as part of maintenance and repair must seek prior approval and all new fence materials must match existing material design and specification.

B. Storage Sheds.

Any storage shed or related type structure has an aesthetics impact on neighbors. The following types of structures will be considered. Keep in mind that all designs should be compatible with the design of the house; e.g., similar materials, color scheme, and roof pitch. All storage sheds shall be at rear of the house or property.

Type 1. Attached storage sheds as an integral part of the main structure.

Type 2. Free standing, remote storage, or sheds integral with fence construction shall be considered as an outbuilding.

Outbuildings General:

- a) The maximum floor plan size of outbuildings allowed within Stanley Forest shall be one hundred twenty (120) square feet. These outbuildings may not have electricity (other than solar power for internal lighting) or plumbing.
- b) Sheds are envisioned to provide storage area for lawn and patio equipment, pool and gardening supplies, etc. They may not be used for dwelling purposes, studio, or commercial business use.

- c) Outbuildings should be complementary to the main residential structure and visually appealing when viewed from neighboring properties. Property owners may use screening with landscaping or approved fencing.

C. Patios and Decks.

Patios and decks shall be located in rear or side yards. When other exterior changes are required, such as fencing, lights, plantings, etc., appropriate sections of these standards should be consulted prior to submitting an application.

1) Under Deck Storage:

Raised decks include an under deck area which has a visual impact on neighbors. When used as a storage areas, it should be maintained in a neat, uncluttered manner. Special screening or landscaping may be required to obscure the neighborhood impact.

2) Materials and Color:

Should have natural weathering qualities and match trim or dominant color of house. Redwood, cedar, and pressure treated pine may be stained, sealed, painted, or left to weather naturally.

D. Sun Control Devices.

Sun control devices i.e. awnings, canopies, trellises, pergolas etc. should be compatible with the architectural character of the house in terms of style, color, and materials.

E. Recreation and Play Equipment.

1) Skateboard Ramps:

No permanently fixed skateboard ramps are allowed in the Stanley Forest Community.

2) Basketball Goals:

Special consideration must be given to safety precautions, damage to adjacent property, landscaping, and vehicles.

The playing area for a basketball goal must be located on the owner's property. Portable basketball goals are allowed, but may not remain for extended periods of time. Homeowners are encouraged to remove portable goals after each use. Again, the playing area for portable goals must remain on the owner's property.

3) Playhouses:

Playhouses must be restricted to the rear of the property. They must be limited to forty-eight (48) square feet of floor space, no more than twelve (12) feet in height, and must be on ground level in a property location to not create an objectionable neighbors' view.

Building materials should be of natural weathering woods, pressure treated wood, cedar, redwood, wood-like composite, etc., or siding and roofing to match the dwelling.

Electrical connections and plumbing are not acceptable.

F. Tree Houses.

Tree houses are not allowed in the Community.

G. Swimming Pools and Water Areas.

Only in ground swimming pools are permitted and are to be located at the rear of the property.

Fencing is required to enclose pool areas used for swimming. Fences should be five (5) to six (6) feet in height and meet fencing criteria previously mentioned.

Swimming pools that have a surface area of more than 150 square feet, which hold more than 5,000 gallons, or have a depth of 24" or greater, require a Prince William County building permit from PWC Building Development Division per <http://www.pwcgov.org/government/dept/development/bd/Pages/pool.aspx>. Architectural Committee Improvement Request applications shall be reviewed by the entire Stanley Forest Homeowners Association Board and should include documentation of Building Permit procedural compliance.

H. Major Alterations.

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. Driveway modifications are also included.

Roof pitch must match or complement the slope of the roof on 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.

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

No debris may be allowed to accumulate during construction.

Attached greenhouses will be reviewed as major alterations.

Major alterations include, but are not limited to, construction of driveways, walkways, garages, carports, porches, greenhouses, rooms, fireplaces, and other additions to a home.

The proposed structure must be compatible with the original structure and in keeping with the existing lot size.

I. Front Porch Railings.

Front Porch railing variations are allowed. Existing decorative porch railings may be modified, replaced, or removed. Modification or replacement materials should be compatible with the existing structure. Porch railing removal must comply with current Prince William County building code requirements, such as when railings are required due to the height of the porch above ground level. Railing modifications and removals require Architectural Committee approval as a project that changes the external appearance of the structure. Maintenance replacement of railings do not require approval as long as the railing color and style remain the same.

J. Chimneys and Metal Flues.

Plans must be submitted for both chimneys and metal flues through the roof.

Metal flues coming through the side wall of a building and extending up and out through the edge of the roof or past the edge of the roof should be enclosed either with brick matching existing brick on the home or in the same material as the exterior of the building.

J. Dog Houses and Runs.

Dog houses should be designed and located such that they are not visible from neighboring property. The maximum floor plan size of dog houses should be minimized commensurate with the breed of the dogs, but not exceed sixty-four (64) square feet. Otherwise, the same criteria apply to dog houses as the storage sheds.

Chain link fences for dog runs will be considered if erected inside solid privacy fencing, painted to match the background, softened by supplemental landscaping, well screened in the wooded area, or combinations of the above. Any visible dog run shall meet criteria for fencing.

K. Exterior Decorative Objects.

Approval will be required for all permanent exterior decorative manmade objects added to the property. Exterior decorative objects include, but are not limited to, such items as bird baths, wagon wheels, sculptures, fountains, pools, gazebos, free-standing poles of all types, and items attached to authorized structures.

L. Exterior Antennas.

No exterior antenna will be permitted as stated in Article IV, Land Use Classification Permitted Uses and Restrictions, Section 2, Permitted Uses and Restrictions - Single Family, Paragraph C, Antennas, of the Declaration of Covenants of the Stanley Forest Homeowners Association, unless they are in conformance with existing federal guidelines such as Section 207 of the Telecommunications Act of 1996, where the Federal Communications Commission adopted the Over-the-Air Reception Devices ("OTARD") rule that allows digital "dish" antenna that receive direct broadcast satellite service. See <https://www.fcc.gov/media/over-air-reception-devices-rule> for additional information concerning digital over-the-air reception devices.

M. Exterior Lighting.

No exterior lighting shall be directed outside the applicant's property. Light fixtures which are proposed *in* place of the original fixtures should be compatible in style and scale with the applicant's house. Lighting which *is* a part of the original structure shall not be altered without Architectural Committee approval. Applications for exterior lighting should include wattage, height of light fixture above ground, and a complete description, including descriptive material of the light fixture and location on the property.

N. Exterior Painting.

Repainting or staining a specific object to match its original color need not be submitted. Changes to the original color do require Architectural Committee approval. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other structures on the property.

O. Flagpoles.

Permanent flagpoles should be of a height, color, and location which is appropriate for the size of the property and background. Permanent, free-standing flagpoles must be installed and maintained in a vertical position.

Homeowners installing flagpole staffs which do not exceed six (6) feet in length, and are attached at an incline to the front wall, column, or pillar of the house or dwelling unit, need not submit an application.

P. Grills.

Permanent grills should be placed in the rear of the property. Portable grills should not be visible in the front of the house except when in use.

Q. House Numbers.

House numbers are required and should be legible. Size, color, and style must be appropriate for the applicant's house.

R. Compost Piles.

Containers must be constructed of a wooden frame with wire or block interior. Retail wood-like composite composters are also allowed. The constructed container must have a screen planting plan. Piles should not exceed four (4) feet in height, and must be located at least five (5) feet from property line and be in the rear of the house.

Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate an abandonment of the compost pile and a violation of these standards.

Provided that compost piles meet the above standards, no application is necessary. However, neighbors' complaints will result in an inspection by the Architectural Committee.

S. Solar Panels/Collectors.

Each application for solar appliances must be considered on its own merit because of differing architectural styles and house sittings on lots.

Solar panels placed on the front of the house must be installed flat on the roof with the same pitch as the roof and parallel with the roof ridge line. Supporting members must match in color with the roof. The piping must not be visible and no part of the collector may extend above the roof ridge line.

Rear mount solar collectors may be raised provided they do not extend above the roof ridge line and are not visible from the street. The framing and piping, if visible must match the color of the roof. In some instances it may be necessary for supporting members to be enclosed.

In some instances, conformance to the standards may decrease the efficiency of the panels. The Architectural Committee accepts no responsibility for decreased efficiency caused by the requirement of conforming to the standards.

T. Storm Doors.

Storm doors should complement house style and color.

ARTICLE VIII

CONFORMING ITEMS NOT REQUIRING AN APPLICATION

Section 1 This section of the document provides examples used by the Architectural Committee for architectural details that may be made by residents and property owners without committee approval.

A. Firewood.

Shall be kept neatly stacked and shall be located to the rear or side of the residence and located in such a manner as to minimize visual impact. In certain cases, screening may be required.

B. Landscaping and Gardens.

- 1) Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic.
- 2) Care should be exercised in selecting plant materials which, upon maturity, will be of an appropriate size in height and breadth for its intended use and location. Mature size, both in height and diameter, should always be considered especially when planting close to walkways and houses.
- 3) All lawns, gardens, and landscaping, must be neatly maintained especially throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth.
- 4) An application is not required for foundation planting, trees, or single plantings. However, an application is required for hedges functioning as a fence or screen.
- 5) An application is required for railroad ties or garden timbers which form a wall over 24 inches high and 8 feet long. Include a site plan with the location of ties or timbers drawn in.
- 6) Grading changes which alters original drainage neighboring property requires an application. Property owners should contact Prince William County when changing the grading of a lot.

C. Rock Gardens.

Written approval is necessary for individual rocks exceeding 36 inches in any direction, rocks cemented/stacked together with a height of 12 inches or greater. All rocks shall be left in their natural color. Excluded are decorative rocks (such as marble chips) used in lieu of mulch.

D. Vegetable Gardens.

An application must be submitted for vegetable gardens which do not meet the following conditions:

- a) It is located between the rear line of the house and the rear property line.
- b) Its size does not exceed 1/4 of the area located between the rear line of the house and the rear property line.

E. Play Complexes and Swing Sets.

Play complexes and swing sets must be located at the rear of the property, and are to be constructed of commercial type metal, modern wood-like composite materials, or of natural weathering woods.

ARTICLE IX

COMMUNITY MAINTENANCE STANDARDS

Section 1 To maintain property values within the community, property owners are encouraged to maintain their property to the highest of standards. The below general guidelines are not intended to be all inclusive or exclusive, but rather to serve as a general maintenance standard for the community.

- A. All siding on the house should match in color, style, and material specification. Aluminum or vinyl siding must be free of noticeable dents, rips, dirt, stains, missing pieces or other defects. Trim, soffit, gutters, and windows should be maintained similarly free of defects.
- B. Generally, painted trim, doors, shutters and other non-aluminum or vinyl siding materials will require cleaning and/or painting as needed; generally about every four to six years under normal wear and tear conditions in Stanley Forest at Cardinal Station.
- C. Pipe stem access roads are not maintained as public roads. Therefore, property owners living on Stanley Forest pipe stems are required to collectively maintain their individual access road so that it is free of noticeable defects or other maintenance failures such as deep cracks or depressions, missing sections, discolorations or stains. Generally, the typical Stanley Forest access road will need to be resealed with an appropriate product about every five years.
- D. Window grids must be in good repair and present in each front window facing the street. You have the option of removing the grids in rear facing windows.
- E. Window screens must be kept in good repair so that no noticeable rips, tears, holes, or discolorations are seen.

- F. Periodic re-caulking around windows, doors, stoops and foundations is recommended to keep air and water infiltration to a minimum.
- G. Outside structures as stated in Article VII and approved by the Architectural Committee such as sheds, decks, fences, playhouses, etc. must be maintained in good condition and present a respectful appearance to neighbors and the community.
- H. Mailboxes need to be regularly maintained and kept in an upright/vertical position with house numbers affixed to the front or side of the box or pole upon which the box is mounted.
- I. Legible house numbers are required by Article VII and should be visible from the street. In addition to house numbers on the dwelling, home owners may include house numbers on the mailbox or mailbox post or painted on the curbing next to the driveway. Regardless of location, house numbers should be maintained in a serviceable condition to be clearly legible.
- J. Lawns, shrubs, and trees should be maintained to present a well-manicured appearance. Home owners are encouraged to treat lawns to kill and remove noxious weeds and crabgrass from lawns. Shrubs should be regularly trimmed to preclude their overgrowth. No shrub should overgrow any sidewalk within the community. Trees should likewise be trimmed as needed. Trees overhanging the road or sidewalk should be trimmed so that no branch is lower than twelve (12) feet above the sidewalk or road.

SFHOA REQUEST FOR ARCHITECTURAL IMPROVEMENT

OWNER'S NAME: _____ TELEPHONE: _____
ADDRESS: _____

REQUEST THE ARCHITECTURAL REVIEW BOARD REVIEW THE FOLLOWING IMPROVEMENT TO MY PROPERTY:

DESCRIPTION OF MATERIALS TO BE USED, SPECIFY TYPE AND QUALITY:

PROJECTED START/FINISH DATES:

SIGNATURES OF TWO ADJACENT PROPERTY OWNERS: _____

THIS FORM, ALONG WITH A SKETCH OF THE PROPOSED IMPROVEMENTS GIVING DIMENSIONS OF PROJECT AND SHOWING ELEVATION WITH A COPY OF YOUR PLAT SHOWING LOCATION OF THE IMPROVEMENT ON YOUR PROPERTY MUST BE PROVIDED TO A MEMBER OF THE ARC IN DUPLICATE. APPLICATIONS SHOULD BE SUBMITTED NLT 2 WEEKS PRIOR TO DESIRED START DATE. I UNDERSTAND IT IS MY RESPONSIBILITY TO ENSURE THAT ALL PROJECTS CONFORM TO THE APPLICABLE STATE AND COUNTY CODES/LAWS/ORDINANCES.

DATE: _____ OWNER SIGNATURE _____

FOR ARCHITECTURAL COMMITTEE USE

DATE RECEIVED: _____ DATE REVIEWED: _____

AC DECISION: () APPROVED () DISAPPROVED () RETURNED

REASON FOR DISAPPROVAL/RETURN:

REVIEWED BY: _____
STANLEY FOREST HOMEOWNERS' ASSOCIATION @ CARDINAL STATION