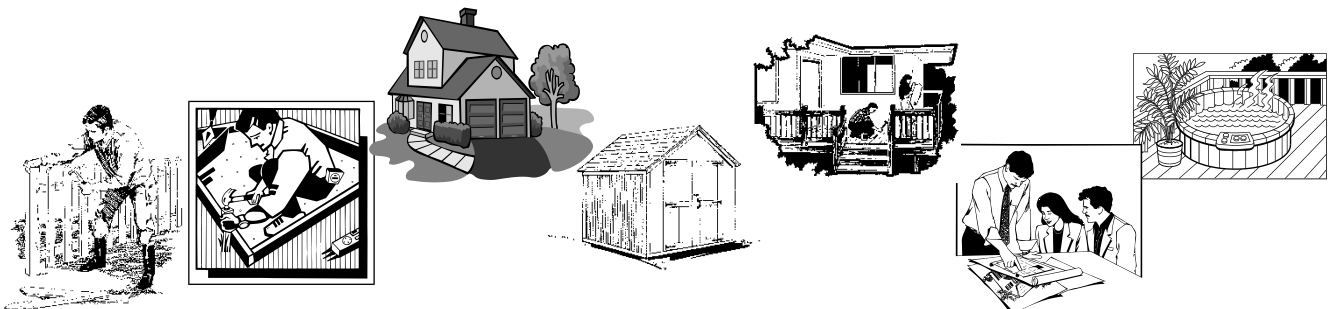


# ARCHITECTURAL CONTROL GUIDELINES

January 2020



## **!!! NOTICE !!!**

Notwithstanding, anything in these guidelines to the contrary, or any prior approval given for any alteration and/or construction within the Hirst Farm community, the following notice is hereby provided to each and every owner of a lot within the Hirst Farm community:

These guidelines as prepared to assist and facilitate the review and approval process set forth in the Covenants, and therefore, may be modified and amended from time to time. Pursuant to these Guidelines or otherwise, any prior approval of alteration or modification by the Covenants Committee, shall not be deemed an approval of any subsequent, similar alteration or modification by another owner if the Covenants Committee deems such subsequent alteration or modification to be inconsistent with the review criteria established in these Guidelines, including any amendments thereto. All persons submitting an application for review are required to comply with the architectural guidelines in effect at the time the application is submitted.

## Revision History

2003, June	Guidelines Approved and Adopted by the Board of Directors
2004, March	Sheds, maximum size 10' x 10', 1% of lot size or Board approval
2005, August	Construction Materials: Only sheds constructed from wood will be accepted. Metal or plastic sheds are prohibited. Vinyl or aluminum siding may be used to provide for a weather resistant structure. Roofing materials (type and color) are to match those currently used on the home. Homes with cedar shake roofs are permitted to use asphalt shingles for roofing. Materials certified for ground contact should be used for the base of the structure to prevent damage due to moisture
2010, October	Added/amended the following sections: Exterior Home Inspection, Resale of Homes, Lot Maintenance, Snow Removal, Hot Tubs, Arbors, Siding, Application Requirements, Tree Removal, Lawns Maintenance, Driveways, Parking, Garage Doors, Temporary Outdoor Storage Units, House Numbers, Compost Bins, Air Conditioners. Also specifically excluded plastic sheds, required non-permanent equipment not be stored or used on road. Revised Application for Exterior Modification Form.
2010, December	Added/Amended the fence section (4.8.1) - removed repetitive language. Changes Requiring Architectural Review Board Review section: (2.3) - added new label. Revised document cover map of Hirst Farm.
2020, January	Changes Highlighted in Yellow

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## Section 1: Objectives

### 1.1 Introduction:

This document provides guidelines for Hirst Farm Homeowners Association (Hirst Farm) to follow when considering changes to the exterior of their homes and property. The Architectural Review Board created these guidelines in order to assist homeowners in preparing acceptable applications to gain Architectural Review Board approval, increase residents' awareness and understanding of the covenants, and to help maintain a reasonable uniform and architecturally sound appearance for the Hirst Farm Community.

### 1.2 Objectives of Architectural Guidelines:

The objectives of these guidelines and restrictions are:

- 1) To explain and define the role of the Architectural Review Board,
- 2) To address, in detail, the items that require an Architectural Change Request and approval of the Architectural Review Board before changes are made.
- 3) To address, in detail, suggestions for items not requiring an Architectural Change Request but may affect the aesthetics of the community or properties within the community.
- 4) To give homeowners examples of items such as acceptable mailboxes, fences and storm/screen door designs.
- 5) To address, in detail, items that are not acceptable due to specific safety and aesthetic concerns.
- 6) To provide the Architectural Review Board with uniform guidelines for the review of applications. These guidelines reflect the goals of the founding documents of the Hirst Farm Community and the actions of the Hirst Farm Board of Directors.

## Section 2: Scope of Covenants and Architectural Guidelines

### 2.1 Covenants

The covenants are one of the Hirst Farm Community's governing documents. The covenants set the standards by which quality of architectural changes are designed, implemented, and maintained. Those standards are reflected in this document.

Every Hirst Farm property owner should have received a copy of the covenants before settlement. If you did not receive a copy, please contact the Hirst Farm management agent for your copy of the covenants.

The Management Agent for Hirst Farm is:

Hirst Farm HOA – ARB  
c/o Property Management People – Leesburg  
552 Fort Evans Rd, Suite 202  
Leesburg, VA 20176  
(703) 771-9355  
Fax: (703) 771-9366

The covenants have been recorded among the land records of Loudoun County, Virginia and all lots sold within Hirst Farm are sold subject to the covenants. The covenants "run with the land" and are binding on all property owners and their successors in title. The covenants should be reviewed periodically and fully understood by each property owner. In the event of a discrepancy between the covenants and these guidelines the covenants shall prevail.

### 2.2 Guidelines

All restrictions and procedures set forth in this document are in addition to the restrictions and procedures which are set forth in the covenants and applicable ordinances of the Town of Purcellville and Loudoun County, Virginia. All Compliance with these guidelines, covenants and ordinances is a prerequisite to the alteration or addition to any lot within Hirst Farm.

The Architectural Guidelines do not reflect all of the provisions of the covenants relative to architectural changes. Every homeowner should familiarize themselves with the covenants, Architectural Guidelines, and town and County ordinances.

Pursuant to the covenants and Architectural Guidelines contained herein, certain non-conforming architectural changes requested by a Class Member may have received the approval of the interim Board or Builder. Notwithstanding thereto, the Architectural Review Board may require conformance at a point where the non-conforming item is due to be replaced, painted, stained or otherwise maintained for appearance purposes. (i.e., a fence may have received approval for a stain or color that obviously does not match the neighborhood and is not in conformance with existing guidelines. These issues will be handled on a case by case assessment.

### **2.3 Changes Requiring Architectural Review Board Review**

**Article VII, Sections 1 through 8 of the Declaration of Covenants, Conditions and Restrictions state the following:**

*Article VII - Section 1 thru 8 (Architectural Review Board).*

*Section 1. Composition.*

*The Architectural Review Board shall be comprised of three (3) or more members. Members shall serve staggered three (3) year terms as determined by the Board of Directors. As long as the Declarant or a Participating Builder owns and Lot within the Property, the Architectural Review Board shall consist of two (2) committees: the New Construction Committee and the Modification and Change Committee. When neither the Declarant nor a Participating Builder owns any Lots within the Property, the New Construction Committee shall be terminated.*

*Section 2. Method of Selection.*

*The Developer shall appoint the members of the New Construction Committee. The Board of Directors shall appoint the persons of the Modification and Change Committee. After the termination of the Class B membership, no member of the Modification and Change Committee may be a Director unless the member is a Class A member. The Developer may assign its rights under this Article to a Declarant or non- Declarant by a written assignment.*

*Section 3. Removal and Vacancies.*

*Members of the Modification and Change Committee of the Architectural Review Board may be removed by the Board of Directors with or without cause. Appointments to fill vacancies in unexpired terms shall be made in the same manner as the original appointment.*

*Section 4. Officers.*

*At the first meeting of the Modification and Change Committee of the Architectural Review Board following each Annual Meeting of Members, the Modification and Change Committee shall elect from among themselves a chairman, a vice-chairman and a secretary who shall perform the usual duties of their respective offices.*

*Section 5. Duties.*

*The Committees of the Architectural Review Board shall regulate the external design and appearance of the Property and the external design, appearance and location of the improvements thereon in such a manner so as to preserve and enhance property values and to maintain harmonious relationships among structures and the natural vegetation and topography. During the period the Architectural Review Board is comprised of the two (2) committees described above, the New Construction Committee shall regulate all initial construction, development or improvements on the Property. The Modification and Change Committee shall regulate all modifications and changes to existing improvements on the Property. In furtherance thereof, the Architectural Review Board shall:*

- (a) review and approve or disapprove written applications of Owners for alterations or additions to Lots;*
- (b) periodically inspect the Property for compliance with adopted, written architectural standards and approved plans for alteration;*
- (c) adopt architectural standards subject to the confirmation of the Board of Directors;*
- (d) adopt procedures for the exercise of its duties; and*
- (e) maintain complete and accurate records of all actions taken by the Architectural Review Board.*

*Section 6. Failure to Act.*

*In the event the Architectural Review Board fails to approve or disapprove a correctly filed application within forty-five (45) days of the receipt of the application sent by Registered Mail or Certified Mail-Return Receipt Requested, approval by the Architectural Review Board shall be deemed granted, except for those applications for additions or alterations prohibited by this Declaration or the architectural standards adopted by the Association, in which case no disapproval is necessary to uphold the prohibition. Failure of the Architectural Review Board or the Board of Directors to enforce the architectural standards or to notify an Owner of noncompliance with architectural standards or approved plans for any period of time shall not constitute a waiver by the Architectural Review Board or the Board of Directors of the enforcement of this Declaration at any later date.*

*Section 7. Enforcement.*

*Any exterior addition, change or alteration made without application to, and approval of, the Architectural*

*Review Board shall be deemed to be in violation of these covenants, and may be required by the Board of Directors to be restored to its original condition at the offending Owner's sole cost and expense.*

*Section 8. Appeal.*

*Any aggrieved party may appeal a decision of the Architectural Review Board to the Board of Directors by giving written notice of such appeal to the Association or any director within twenty (20) days of the adverse ruling.*

It is important to understand that Architectural Review Board authority is not limited to major alterations such as adding a room or deck to a house, but also includes such items as changes in color, materials, etc. Approval is also required when an existing item is to be removed.

It is also important to remember that once an ACR is approved, it can only be implemented as it was approved. Any alterations will require re-approval.

It is also required to submit an application for a project that a homeowner installed without an approval from the Architectural Review Board to avoid incurring a violation for an unapproved change. When submitting this type of change, a homeowner must attend an Architectural Review Board meeting and present their completed application for discussion.

The Architectural Review process begins with the submission of an ACR by the property owner proposing the project each application for a change or modification is reviewed on an individual basis. There are no "automatic" or precedent approvals (e.g., a homeowner who wishes to construct a deck identical to one already approved by the Architectural Review Board is still required to submit an application).

## **2.4 Review Exceptions**

Structures, which are offered as builder options, installed by the builder prior to settlement, and are shown on original site plans DO NOT require Architectural Review Board approval. These structures, if built to original builder option specifications, have already been approved by the Developer and therefore do not require an application for review by the Architectural Review Board. Any replacement or repair of existing structures or parts thereof, if matching the original builders' construction in type, material and color, DO NOT require Architectural Review Board approval. In such instances where approval is not required, homeowners are encouraged to still submit an Architectural Change Request for documentation and historical archival purposes.

## Section 3: Architectural Review Process

### 3.1 Composition of Review Board for review of Architectural Change Requests (ACR)

Design reviews and recommendations will be completed by a majority of the Architectural Review Board membership. This will insure that design decisions made by the Architectural Review Board, are not based on any one individual's personal opinion or taste. A majority vote of the committee members reviewing the ACR will be required to approve the application. Proxies are not applicable as a source of vote for approval or denial. Proxies of the Architectural Review Board members are valid as authorized votes, provided that they are given to another setting member, prior to the meeting for assessment.

### 3.2 Review Criteria

The Architectural Review Board will review all submissions for exterior changes on the individual merits of the application. What may be an acceptable design for one property may not be for another. For example, exterior changes to a house on a corner lot, due to their relative closeness to another house, might be more noticeable and have more of an impact on adjoining properties than changes to other homes.

Evaluation of the design proposal will include the close review and consideration of the house location, topography and the individual site.

Judgments of acceptable design will be based on the following criteria:

1) **Relation to the Hirst Farm Common Areas.**

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 run-off may also cause an adverse effect.

2) **Validity of Concept.**

The basic idea must be sound and appropriate to its surroundings.

3) **Design Compatibility.**

The proposed improvement 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, similar use of materials, color and construction details.

4) **Location and Impact on Neighbors.**

The proposed alteration/addition should relate favorably to the landscape, the existing structure and the neighborhood.

5) **Scale.**

The size (in three dimensions) of the proposed alteration should relate well to the structure it serves, adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

6) **Color.**

Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as the roof and trim must be matching in color.

7) **Materials.**

Continuity is established by use of the same or compatible materials as were used in the original house. For example, the siding style and material of the home will match that of an addition. On the other hand, an addition with aluminum siding may be compatible with a brick house.

8) **Workmanship.**

Workmanship is another standard that is applied to all exterior alterations. The quality of the work should be equal to or better than that of the surrounding area. Poor workmanship can create safety hazards and can be visually objectionable to others. (The Architectural Review Board assumes no responsibility for the safety of new construction by virtue of design or workmanship).

9) **Timing.**

Many alterations may be constructed or installed by residents themselves rather than a contractor. However, projects that remain uncompleted for long periods of time are visually objectionable and can be a safety hazard for neighbors and the community. All applications must include an estimated start and completion date. Projects must be commenced within six (6) months and completed within six (6) months after commencement, or within such longer period of time as may be specified by the Architectural Review Board.

### 3.3 Architectural Change Request (ACR)

The ACR form that the Architectural Review Board will use to review all proposed architectural changes is shown in Appendix A. This ACR form must be properly completed, submitted and approved prior to initiating construction. *It is the owner's responsibility to obtain a Loudoun County Building Permit and to comply with all county building code requirements as well as any Town Zoning Ordinances. The Architectural Review Board does not review applications for building code or zoning requirements.*

### 3.4 Architectural Change Request Review Procedures

#### 3.4.1 Submission.

All properly completed ACRs should either be emailed to the management agent at [dana.elam@pmpbiz.com](mailto:dana.elam@pmpbiz.com) AND [arb@hirstfarmhoa.com](mailto:arb@hirstfarmhoa.com) or mailed to the following address:

Hirst Farm HOA – ARB  
c/o Property Management People – Leesburg  
552 Fort Evans Rd, Suite 202  
Leesburg, VA 20176  
(703) 771-9355  
Fax: (703) 771-9366

### **3.4.2 Receipt of an Architectural Change Request.**

Upon receipt of an ACR, it is the responsibility of the management agent to:

- a. Date-stamp the ACR (this starts the 45 day timeline).  
The ACR will be re-stamped upon receipt of a ARC that is re-submitted to re-set the clock.
- b. Assign a control number for tracking. Control Numbers will remain the same for original ACR's and their re-submission when required.
- c. Provide the homeowner with the control number assigned and date of receipt of the ACR (this should occur the next business day after receipt).
- d. Forward the ACR to the Architectural Review Board.

Only those ACR's received by the management agent and entered into the ACR review process can be considered valid.

If confirmation from the management agent is not received (within seven business days for a mailed ACR, or three business days for hand-delivered), then the homeowner should contact the management agent and verify that the application has been received.

To verify receipt, the management agent can be contacted by phone at 540-751-1888, Ext. 101 or via email at [tracy@horizoncommunityservices.com](mailto:tracy@horizoncommunityservices.com).

### **3.4.3 Review.**

All validated ACR applications will be forwarded to the Architectural Review Board. Each ACR will be reviewed to verify completion. If information pertinent to the review of the ACR is missing, the application will be marked "incomplete" and returned to the homeowner for re-submission. The act of re-submitting an ARC application due to errors or missing data resets the 45 day timeline at the time and date of receipt by the Property Management manager of the re-submitted ACR. The re-submitted ACR will contain the original Control Number initially assigned to the ACR.

### **3.4.4 Notification.**

The Architectural Review Board is required to respond to the homeowner requesting the change within forty-five (45) days from receipt of a properly completed ACR by the management agent. The Architectural Review Board review decision will be sent via letter (verbal authorizations are not permitted). The management agent will mail the letter to the address of the homeowner listed on the ACR.

If forty-five (45) days have lapsed without notification, the homeowner should contact the management agent. If the Architectural Review Board had not submitted a decision within the forty-five (45) day period, then the ACR will be considered "approved as submitted".

### **3.5 Appeal Procedures**

A homeowner who is aggrieved by the action or forbearance of the Architectural Review Board has the right to appeal the decision. The homeowner appeal process is through the Board of Directors (Board of Directors). The management agent must receive the appeal in writing from the homeowner within twenty (20) days from the date of the Architectural Review Board's decision. The homeowner is entitled, upon request, to a hearing before the Board of Directors. Two-thirds (2/3) of a quorum of the Board of Directors must vote in favor of the homeowner to reverse the decision of the Architectural Review Board.

### **3.6 Enforcement Procedures**

The management agent, a member of the Board of Directors (BOD) or a designated representative will conduct periodic inspections of the project while it is under construction to insure compliance with the approved application. Any unapproved deviations from the ACR will render the project non-compliant and will be dealt with by the management agent or BOD.

If the homeowner proceeds with any exterior changes not approved by the Architectural Review Board, the Board of Directors has the right to initiate any action authorized by the covenants and/or the Virginia Property Owners Association Act including, without limitation, injunctive relief and/or monetary assessments.

### **3.7 Enforcement Procedures**

In the continuing effort to maintain Hirst Farm as a pleasing and best-maintained community in this area and to insure uniform compliance, scheduled exterior inspections of homes and lots, typically by section, are performed by the Property Management Company. Before the inspections begin, a notice is sent to each homeowner advertising that their home will be inspected within the next several weeks.

Additionally, if a homeowner intends to sell his or her home, an exterior inspection is performed as a required and essential component of an "Association Disclosure Packet."

### **3.8 Resale of Home**

First, the Property Owners Association Act (POAA) outlines disclosure requirements for a contract for sale, as well as the necessity of and process for obtaining "Association Disclosure Packet" to be provided to the purchaser. The seller of a lot should consult with his or her Real Estate Agent for details concerning these requirements. The POAA allows fourteen (14) days from receipt for the Board to provide the Packet to the seller, every effort will be made to complete the work and provide the Packet as quickly as possible. Questions concerning the Packet and fees may be addressed to the Property Management or the HOA Board of Directors.

Next, the Property Management or the HOA Board of Directors is to furnish the Packet upon written request (applicable fee required at closing) from a contract seller. In addition to other items, the Packet will provide current information on the status of assessment payments and the status of any violations that might exist on the lot. Such violations could include, but not limited to, exterior modifications made without approval of the Architectural Review Board, modifications made that deviate from an approved application, and the need to perform required maintenance on a lot.

### **3.9 Amendments to the Design Standards**

These Design Standards will be reviewed and may be amended from time to time. Any amendments shall be adapted by the Hirst Farm Board of Directors following a public comment period. The public comment period will be outlined in a notice to be published on the Hirst Farm HOA website that defines the closure time and date for all comments. Following the published closure date for comments, the Board of Directors will vote on the revisions at their next scheduled Board meeting. The results of the recommended changes and an updated Architectural Guidelines document will be published on the Hirst Farm HOA website, for homeowners to print or refer to as required.

## Section 4: Changes Requiring Application

### 4.1 Lot Maintenance

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the individual lot. 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 (New Construction, Replacements, and Improvements)

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, in good condition.

The following represents some, but not all, conditions that the Architectural Review Board considers a violation:

- Peeling paint on exterior trim
- Recreation equipment which is either broken or in need of repainting
- Guttering in need of painting or replacement
- Fences with either broken or missing parts, or which are leaning
- Sheds with broken doors or in need of painting or repair
- Decks in need of repair or re-staining
- Concrete or masonry block foundations and/or party walls in need of repainting or repair
- Porch, stoop or basement entry railings, whether wrought iron, wood or vinyl, in need of repair, cleaning and/or repainting
- Porch roof or covering, step risers or columns in need of repair, cleaning and/or repainting
- Siding in need of repair, replacement or cleaning especially of mold and mildew

#### 4.1.1 Snow Removal

Residents are required to clear snow and ice from the public sidewalks in front of or adjacent to their homes within 24 hours after substantial snow accumulation has ceased. Sand may be used as an abrasive when necessary, but the use of any rock salt or any other deicing salts, which are known to cause concrete deterioration, is prohibited.

Additionally, residents who have fire hydrants on their property are encouraged and thanked to clear snow from around fire hydrants for access by emergency responders and the general safety and well-being of Hirst Farm. Purcellville has an "Adopt-A-Hydrant" program allowing adopters to even "name" their hydrant. This program may be joined by contacting the Purcellville Town Hall

### 4.2 Chimneys and Metal Flues

Chimneys must be built to conform to the design originally developed for the house. Chimneys must be enclosed with brick (to match existing brick) or the same materials as the exterior of the house.

Vent stacks, chimney caps, or flues, which protrude through the roof, must match existing stacks in color or be painted a flat black.

Metal flues installed to accommodate wood or pellet burning fireplaces must meet local, state, and federal standards for safety and material.

#### *Additional application Contents:*

- *A complete application requires the color and style of the house and the dimensions of*

*the alteration.*

### **4.3 Attic Ventilators**

Convection type attic ventilation devices must be placed on the rear of the house and should not extend above the ridgeline. Preferably they should be painted to blend with the roof or the house trim. Attic ventilators or other mechanical apparatus requiring penetration of the roof should be as small in size as is functionally possible. Wind powered vents are not permitted. ~~Solar powered ventilators will be approved on a case by case basis.~~

#### ***Additional application Contents:***

- *A complete application requires the color and style of the house*

### **4.4 Decks/Patios**

#### **4.4.1 General Guidelines**

An application is required for construction of all decks and patios. Additionally, any built-in features such as hot tubs, under-deck storage, porch swings, or other accessories, whether they are suspended below or built into the surface, must also be included on the ACR.

Decks ~~and patios~~ must be located in the rear yard. Decks and patios should not wrap around the side or laterally protrude beyond the rear edge of a structure.

All property boundaries and easements must be considered when constructing a deck or patio.

#### **4.4.2 Hot Tubs**

Hot tubs may be installed as part of a patio or deck. Appropriateness of sites and location will be considered so as not to adversely affect neighbors' views. Lattice or vegetation screening may be required. Covers with locks are strongly suggested.

#### **4.4.3 Materials.**

All lumber and materials used in constructing a deck or patio must be approved by the Architectural Review Board. The type of material used in construction, whether pressure treated lumber, "synthetic lumber (natural wood tone colors only)", brick, flagstone, or metal railings must be included on the application.

#### **4.4.4 Under-Deck Storage**

When using an under-deck area for storage, the impact on neighbors must be kept in mind. If the under-deck area is to be used for storage, appropriate screening, such as lattice will be required. Landscaping as a screening will be considered provided its placement effectively screens the storage area from view.

#### **4.4.5 Drainage**

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application. An application will be denied if adjoining properties are adversely affected by changes in drainage.

#### 4.4.6 Painting/Staining of Decks

Decks should be treated with a clear finish or natural/wood tone stain. However, the use of paints and solid/opaque colored stains on decks may be used in special cases, provided that they match the trim/siding color, and are approved by the Architectural Review Board.

#### 4.4.7 Privacy Screening

Pressure treated lattice is recommended for use as privacy screening. Other types will be considered on an individual basis. This type of screening requires the same treatment as defined in Section 4.3.5.

##### *Additional application Contents:*

- 1) A reasonably detailed sketch or drawing of the deck or patio, including all dimensions. For decks, a sketch of the railing should be included. Be sure to include in the drawing any important details, such as stair locations, lighting, or hot tub placement.
- 2) Indicate whether the under-deck area will be used for storage. If so, then a screening plan is required.

#### 4.4.8 Front Yard Patios

Front yard patios may be constructed between the front porch steps (or “stoop”) and the garage/driveway. The front yard patio must complement the home colors, style and landscaping and may not exceed 12’x12. Patios may have a firepit or lights conditional upon acceptance of the brightness of these by immediate neighbors on all sides and a lack of complaint (recommend getting an email from all your immediate neighbors). Front patios may have furniture as long as it is outdoor furniture and kept orderly and well-maintained subject to section 5.4. Grills on the front patio are not permitted.

#### 4.5 Exterior Structures (Sheds/Playhouses/Dog Houses)

Any exterior structure must be compatible with the design standards for the Hirst Farm community whether it is attached, adjacent to, or detached from the house. Compatibility of the design will be determined by the style, color, size and location of the structure and will be evaluated by the Architectural Review Board on an individual basis. All details (style, color, size and location) must be specified on the ACR.

The following exterior structures are specifically not allowed:

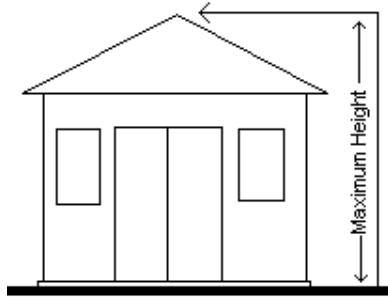
- a. Dog pens
- b. Metal sheds
- c. Full-Size Plastic Sheds (smaller Rubbermaid-type “deck storage” units that are not permanent in nature are permitted provided they are no taller than 4’ in height.)
- d. Multi-story structures designed with loft storage.
- e. Multi-Pitch (barn style) roofed structures.
- f. Metal Play Structures

##### 4.5.1 Size and Placement

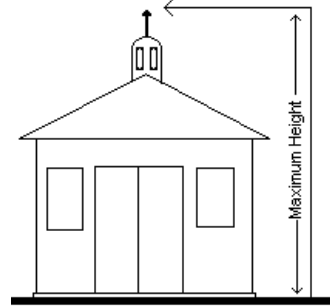
The maximum size of any exterior building may generally not exceed twelve (12) feet wide by twelve (12) feet long by nine (9) feet high, or a one percent (1%) foot print of the individual lot size (whichever is greater). However, the maximum allowable size for any particular exterior building may be affected and/or limited by the following:

- The available square footage on the lot.
- Location of the lot.
- Placement of the structure on the lot.
- For any other reason the ARB deems compelling.

Height will be measured from the lowest point at which the structure touches the ground (including exposed framing/foundation) to the highest point on the structure. Figures 5.4.1.a and 5.4.1.b provide examples of height measurement.



**Figure 5.4.1.a**  
Basic Structure height measurement

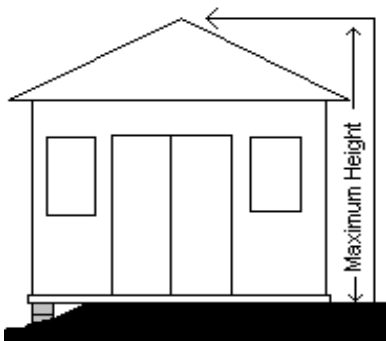


**Figure 5.4.1.b**  
Ornamental Structure height measurement

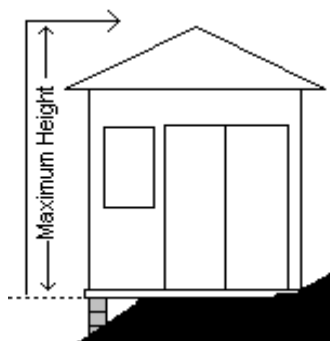
As a general rule, exterior structures will be permitted in the rear yard only, exceptions for small structures in side yards will be considered on an individual basis.

#### 4.5.2 Accommodations for uneven grades.

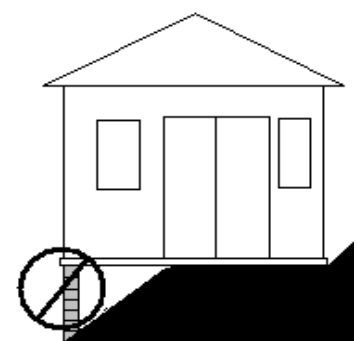
Because lots are seldom perfectly level, some shoring may be required to accommodate the grade of the lot. Excessive shoring to level the structure on steep grades may limit the size and placement of the structure or prohibit it altogether. Shoring must not exceed 10" in height, nor may the overhang created be larger than 20% of the square footage of the floor. Figures 5.4.2.a and 5.4.2.b, provide examples of reasonable shoring. Figure 5.4.2.c is an example of excessive shoring. *The use of the overhang space beneath a structure as storage space is strictly prohibited*



**Figure 5.4.2.a**  
Structure with 6" of shoring and less than 20% overhang



**Figure 5.4.2.b**  
Structure with 10" of shoring, less than 20% overhang, and reduced size



**Figure 5.4.2.c**  
Structure with excessive shoring and more than 20% overhang

#### 4.5.3 Construction Materials

Exterior of all structures shall be constructed of weather resistant materials (i.e. Exterior grade lumber, aluminum or vinyl siding, etc.). Roofing materials (type and color) are to match those currently used on the home. Homes with cedar shake roofs are permitted to use asphalt shingles for roofing. Materials certified for ground contact should be used for the base of the structure to prevent damage due to

moisture.

#### **4.5.4 Paints/Stains**

Exterior structures are to be finished with paint, stain or aluminum/vinyl/composite siding. The color and style of the finishing materials must be selected to compliment and fit with the existing exterior color scheme of the home. These colors are to be specified on the ARC, and sample color and or material "chips" submitted.

#### **4.5.5 Arbors**

Arbors must not exceed 8 feet in height and colors must blend with the natural surroundings and/or color of the home. Consideration will be given to site and location. Design must not adversely affect neighbors' view.

### **4.6 Major Exterior Changes**

Major alterations are generally considered to be those that substantially alter the existing structure either by subtraction or by addition. Major alterations include, but are not limited to, addition or subtraction of garages, porches, greenhouses, rooms, fireplaces, chimneys, skylights, etc.

The design of these major changes should be compatible in scale, materials and color with the applicant's house and adjacent homes. The proposed structure must be aesthetically compatible with the original structure and in keeping with the existing lot size.

If changes are made in grade or other conditions that affect drainage they must be indicated on the application. Approval will be denied if adjoining properties and/or common areas are adversely affected by drainage alterations.

Construction materials must be properly stored and must not cause any impairment of views from neighboring properties. Excess materials must be removed within 5 days of the completion of the project. Accumulation of debris during construction is strictly prohibited.

#### **4.6.1 Additional Required Architectural Change Request Contents (Major Alterations)**

A complete ACR for a major alteration must include:

- 1) Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included.
- 2) It is the responsibility of the homeowner to get the necessary Town of Purcellville and Loudoun County permits for any work requiring a permit. The architectural change application must be a duplicate of those documents that are required to be submitted to receive a county permit and must include colors, materials and drawings/photographs as required. This is necessary to illustrate the relation of the alteration to the applicant's house and adjacent houses where necessary.
- 3) All Hirst Farm Covenants and Architectural Guidelines must be reviewed prior to completion of the application. Failure of the homeowner to submit a well-defined and detailed application could result in the Association's rejection or denial to allow the proposed

alteration.

#### **4.7 Minor Exterior Changes**

Minor alterations are generally considered to be those that do not substantially alter the existing structure either by subtraction or by addition. They include such things as painting trim, replacing siding, etc. Exterior Painting

##### **4.7.1 Painting**

Approval is automatically granted to any homeowner who wishes to repaint using the same house and trim colors. Any changes to house and trim color require a completed ARC and approval of the Architectural Review Board. A 'color change' includes any change whatsoever, including a change in shade or hue. These color changes apply not only to siding and wood trim, but also to doors, shutters and roofing materials.

Traditionally, the ARB has only permitted changes within the originally approved "builder color palettes and combinations", however the board also realizes that as time passes the availability or desirability of these color schemes may change. The board will evaluate proposed changes that fall outside of these traditionally approved combinations on a case by case basis. Changes will be evaluated on the overall impact to the aesthetics and style of the neighborhood, compatibility with surrounding/adjacent homes and structures, and impact on the street view of the property requesting the change.

##### **4.7.2 Siding**

Siding must be, when possible, the same style, size, and texture, and color originally installed by the builder or other option originally offered by the builder. If replacing damaged siding with original style, size, color, materials, and texture, no application is required. However, when changing style, size, or color, and approval application is required prior to installing. Replacement of existing siding with upgraded or composite materials similar in style, size, texture (ex: HardiePlank) is permitted, however ARB approval of materials, style, and color is required prior to installation.

#### **4.8 Fences**

A property survey should be completed prior to submission of an ACR for construction of a fence. It is the responsibility of the homeowner to legally verify that they are within their property lines when constructing a fence. Failure to construct a fence within the property lines could result in the homeowner having to remove the fence.

The ACR for a fence should include both a diagram of the lot and plat, showing fence boundaries, offsets, and gate locations/sizes; and a description or drawing of the fence type to include height, color and style. Lot plats are provided at closing and should be available to all homeowners.

##### **4.8.1 General Fence Construction Guidelines**

Any fence constructed should not extend forward of the mid-point of the side foundation wall of the dwelling. The fence can be constructed around the rear and sides of the structure, but may not extend beyond the front of the structure. Exceptions to this rule may be considered by the ARB on a case-by-case basis if placement of adjacent homes or HVAC/mechanical equipment results in irregular fence lines or installation difficulties.

Fences should be constructed using an “open” (picket) design and not exceed five feet in height. No split rail fences shall be constructed.

Tall fences, between three and a half feet and five feet of height, ~~not four and a half feet~~, utilizing board on board (solid) construction should be reserved for those lots bordering on wooded or high traffic areas. Tall fences are generally not permitted in the "front" section of the fence, however exceptions may be granted by the ARB for extenuating circumstances (such as pools or specific need for privacy).

Small enclosures may be constructed to encase/shield garbage and recycling cans in accordance with section 5.9. These enclosures must be fenced to match or complement the home's existing fence, must be on the side or rear of the garage, and may not extend beyond the front of the house.

All fences must be constructed of pressure treated wood or ground contact equivalent lumber. Chain link and other wire fencing are specifically prohibited

Fences should be treated with clear finish or natural/wood tone stain. The use of opaque/solid stains or paint is prohibited.

#### Fence Specifications

The following specifications apply to fences.

- 1) Interior lot fences must be no more than five feet (5') in height.
- 2) Gates should be compatible to fencing in design, material, height and color.
- 3) The single gate width on any fence shall not exceed the height of the fence to which it's attached ~~four feet (4')~~. Two gates of equal size may be adjoined to form a double gate, but shall not exceed eight feet (8') in width.
- 4) Fencing must be erected along the inside of the property line, or centered on the property line between lots (fences built on the property line will require the adjoining homeowners permission).
- 5) The top of the fence must follow the slope of the elevation upon which the fence is constructed.
- 6) Unusual fence configurations may be required for some lots. These lots will be evaluated on an individual basis.
- 7) The finished or beauty side of all fences must face outward.

#### **4.8.2 Application Requirements**

- 1) Property plat showing the exact location of the fence including gate locations.
- 2) A description of the materials to be used.
- 3) Fence dimensions (height, length, etc).
- 4) Gate widths.

## 5) Estimated Project Start Date and Estimated Completion Date

### 4.9 Flagpoles

Permanent flagpoles are not recommended, but will be considered on a case-by-case basis if the ACR contents meet the following guidelines:

- 1) Permanent flagpoles must be of a height, color and location that is appropriate for the size of property and background.
- 2) Permanent flagpoles must be installed and maintained in a plumb position.
- 3) The permanent flagpole must not exceed twenty feet (20') in vertical height.

Homeowners installing temporary flag staffs attached to a front pillar or front wall of the dwelling which do not exceed six feet (6') in length do not need to submit an ACR for approval.

#### 4.9.1 Flags

Proper flag etiquette should be followed according to United States Code Title 36, Chapter 10, Patriotic Customs. Flags should be in good condition, show no signs of fraying, and not be severely faded in color. Flags should be taken down during inclement weather. **Flags flown between dusk and daylight (overnight periods) should be lit.** On Memorial Day, flags should be flown at half-staff until Noon and raised to full staff **if the mounting allows it.**

### 4.10 Detached Items (including Decks and Greenhouses)

Detached decks and greenhouses will be considered on a case-by-case basis. The same rules apply here as those outlined for attached decks and storage sheds (workmanship, materials and color).

Greenhouses will be given special consideration for the special requirements of sun orientation.

For any detached item to be constructed please follow the guidelines in the "Major Exterior Changes" section of this document. A detailed description of the detached item being proposed must be given in addition to the completed ACR with location and architectural drawings included.

### 4.11 Landscaping

Selection and location of plant material requires consideration as to plant size at maturity in order to avoid future relocation. Plants that deposit material such as large seedpods, nuts, or fruit **that is non-edible or not intended for harvest or consumption** are not recommended. Plants that deposit such materials on adjacent properties may have to be relocated.

Trees and shrubs must be maintained so that they do not interfere with walkways, street lighting, vehicular traffic, or line-of-sight. Neighboring unit views and shade patterns should also be considered.

Gardens must be neatly maintained during the growing season.

#### 4.11.1 Landscaping Items Requiring Application

The following types of landscaping require a completed ACR and approval from the Board of Directors and/or Architectural Review Board:

- 1) Hedges may be located in the front of any single-family house unless the proposed hedges exceed ~~two~~ three feet (3') in height or eight feet (8') in length.
- 2) Fruit and nut bearing trees can be planted in rear yards only and must be located a sufficient distance from property lines to avoid littering of adjacent properties.
- 3) Flowering trees that produce berries must be located a sufficient distance from public sidewalks in order to avoid safety and maintenance problems.
- 4) The homeowner is fully responsible for railroad ties or garden timbers in the front yard. Architectural and location drawings are required in addition to the completed ACR in order to be considered.

#### 4.11.2 Landscaping Items Not Requiring Application

An ACR is not required for the following items provided that the following restrictions are observed:

- 1) Vegetable Gardens.
  - Must be located either within the fenced rear yard, or in an unfenced yard between the rear line of the house and the rear property line. All unfenced vegetable gardens must be screened from view.
  - Must not exceed one quarter (1/4) of the rear of the lot.
  - Must not be planted on a grade exceeding a ratio of five feet (5') to one hundred feet (100').
  - Must not damage property below the garden through the flow of water.
- 2) Foundation Planting.
- 3) Rock Gardens (rear yards only).
  - Rocks must remain their natural ~~or neutral~~ in color.

#### 4.11.3 Lawns and Landscaping Maintenance Requirements

Owners are responsible for ensuring that their lot is mowed regularly during the growing season to maintain ~~lawn height below 7" in height at all times, between six (6) and eight (8) two (2) and six (6) inches~~ Lawns should be reasonably free of debris, ~~this includes the road verge (lawn between the sidewalk and street) and not allowed to go to seed at any time.~~ The general overall appearance of the Owner's property is to be maintained throughout the entire year. Overgrown or neglected lawns and landscaping may be subject to Association mandated maintenance at the Owner's expense. Dumping of debris or lawn clippings on common areas or open space(s) is prohibited.

#### 4.11.4 Road Verges

A road verge is a strip of grass or plants, and sometimes also trees, located between the street and the sidewalk. Verges are known by dozens of other names, including curb strip and sidewalk strip. While traditionally grass, these plots generally serve no purpose other than a place for a passenger to step out on when exiting a vehicle parked on the street. Residents may opt to replace the grass with other, low- or

no-maintenance options not to exceed 6” in height, including xeriscaping or pavers. Such replacement must be tasteful and complementary to the community. Natural and native plantings within 3’ of a mailbox may exceed the 6” height restriction. Plantings of any type shall not interfere with access to fire hydrants.

No removal of any tree in the front yard owned by the Town of Purcellville is allowed unless approved by the Town of Purcellville in writing.

#### **4.12 Permanent Grills**

Permanent grills must be placed in the rear of the house and must not be located within ten feet (10') of the side and/or rear property lines.

#### **4.13 Recreation & Play Equipment**

Three types of recreation & play equipment are defined:

- 1) Permanent. This is equipment that is permanently anchored or attached in a fixed location. This equipment that remains in place even when not in active use
- 2) Semi-Permanent. This is equipment that may be re-located, but generally remains in one place. This equipment that remains in place even when not in active use
- 3) Non-Permanent. This is equipment that remains in place during active use or for a short period of time during inactive use.

##### **4.13.1 Permanent & Semi-Permanent Equipment**

Permanent and semi-permanent equipment includes (but is not limited to); swings, gymnastic sets, volleyball nets, basketball backboards, portable or collapsible basketball backboards, jungle gyms, etc. Permanent equipment must be located in the rear of the home only. Consideration must be given to lot size, equipment size and design, amount of visual screening, etc. The only exception is for basketball backboards to allow play from existing paved driveways.

Permanent & Semi-Permanent equipment is not permitted in streets, sidewalks and/or common community areas. Exceptions for placement of recreational equipment (Horseshoe Pit, Volleyball Net, etc.) in the common community areas will require the express permission of the Board of Directors, and the consent of the surrounding neighbors.

All equipment must be properly maintained. Any equipment that becomes a community eyesore due to lack of maintenance must be removed.

All wooden equipment must be constructed of pressure treated wood, cedar or redwood. Wooden equipment may be sealed with a clear or translucent wood tone stain/sealant (see fence and deck staining guidelines).

Metal equipment, exclusive of wearing surfaces (i.e., slide poles, climbing rungs, etc.), must be painted to inhibit rust or oxidation.

#### 4.13.2 Non-Permanent Equipment

Non-permanent equipment includes (but is not limited to); portable basketball backboards, bicycles, plastic sliding boards/play areas, balls, miscellaneous toys, etc.

Non-permanent equipment must be stored in the house, garage, shed or rear yard when not being used. Equipment can be used anywhere within the homeowners lot and/or the common community recreational areas. Non-permanent equipment must not be stored **or be used** on street.

#### 4.14 Sidewalks/Pathways

Concrete, Brick or Stone sidewalks or pathways are the only types permitted. Sidewalks or pathways must be set back at least four feet (4') from the property line and generally installed flush with the ground.

For sidewalks or pathways to be constructed in the front or side of the lot an ACR is necessary. In addition to the completed ACR, the homeowner must describe the method of installation and a description of any grading changes required along with resulting impact on neighboring lots, if any.

Sidewalks or pathways to be constructed in the rear of the lot, behind the house, will not require an ACR as long the construction will not alter drainage.

#### 4.15 Driveways

Driveways must be asphalt/blacktop or concrete pad. Brick, stamped concrete, paver, dirt or gravel driveways are not complementary to the rest of the neighborhood and are not permitted. Driveways may have functional or decorative "step borders" up to 18" wide along the length of the driveway made of concrete, brick, pavers, or flagstone, as long as they are professional looking and complementary to the home and neighborhood. Concrete may be stained in a manner that is complementary to the home, but must be subdued and/or subtle in nature.

Modifications to driveways must be applied for and will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway replacement with material different than originally installed by the builder requires Architectural Review Board approval. Driveway extensions must be of a size and scale which will complement the property. Driveways may not be used for parking or storing inoperable, commercial, recreational (ATV, trailers, and campers), or any unused vehicles in accordance with the town ordinance

#### 4.16 Parking

All vehicles must be parked only in areas (driveways, streets, garages, etc.) designated for such purpose and in full conformity with all applicable laws. At no time may residential lawns, yards, open space, general turf area, etc. be used for parking vehicles. Vehicles parked in driveways must not block public sidewalks in accordance with the town ordinance..

#### 4.17 Exterior Entry Doors

All exterior doors of the home must be complimentary to the neighborhood and design of the home in nature. Doors may contain embedded windows, may be constructed of wood, metal, or composite materials, and must be painted or finished in an appropriate manner.

If replacing a damaged/worn door with original style, size, color, and design, no application is required.

Windows embedded in any door not installed by the builder require specific approval of the ARB. Windows embedded in doors may not be overly ornamental however they may contain clear, beveled, cut, tinted, etched, or frosted glass. Stained glass/colored glass are not generally not permitted. Large pane glass must be safety glass.

Storm & screen doors must be full view without ornamentation (i.e., scallops, scrolls, half doors, and imitation gate hinges). Storm & screen doors must be painted to match the color of the entry doors behind them or the architectural trim of the house or color. Storm doors may have retractable glass/screen sections.

Dog doors may only be installed in appropriate locations on the side or rear of the house and only into fenced in areas. Dog doors may be installed either integrally within a wall or through an existing door.

#### 4.18 Garage Doors

Garage doors should be the style and color of the existing colors on the home. If replacing a damaged/worn garage door with original style, size, color, and design, no application is required. Windows embedded in any garage door not installed by the builder require specific approval of the ARB. Windows embedded in doors may not be overly ornamental however they may contain tinted, or frosted glass. Clear, etched and stained glass/colored glass designs are not permitted in garage doors.

#### 4.19 Exterior Windows

Exterior windows may be fixed, single, or double-hung style windows with appropriate grilles dividing large panes of glass. Windows may be constructed of vinyl, wood, or metal frame provided that the construction of all windows installed on the house is similar. Window trim, grilles, frames, and associated components will be white in color unless specifically approved by the ARB.

#### 4.20 Swimming Pools

##### 4.20.1 Non-Permanent Pools.

Non-Permanent above ground pools (kiddie pools) are permitted under the same guidelines as Non-Permanent Recreational equipment. Additionally, these pools may not exceed 18" in height and must be emptied each night for sanitary and safety reasons.

##### 4.20.2 Permanent Pools.

Only in-ground pools will be considered. Swimming pools must be located in the rear of the lot. Appropriate landscaping should be considered to lessen the visual impact of the pool by neighboring lots.

Before a permanent swimming pool can be constructed, a fence conforming to applicable Town of Purcellville, Loudoun County, and Commonwealth of Virginia codes (but not exceeding five feet in height) is required to enclose the pool area and pool equipment. Gates must be self-closing and self-latching. Refer to the section on fence construction for further guidelines. Approval of the fence

must be received prior to construction of the pool.

In addition to the completed ACR, the following information is necessary for submission in order for construction of a pool to be considered by the Architectural Review Board and Board of Directors:

- 1) A site plan showing location and dimensions of the pool and related equipment in relation to the applicant's house, property lines and adjacent lots/dwellings.
- 2) Detailed drawings and plans for the pool, deck area, lighting, walkways, fences, etc.
- 3) Landscaping plan for pool area.

#### **4.21 Landscaping Ponds and Standing Water**

Small landscaping ponds will be permitted in the rear yard only and will be considered on a case-by-case basis. Once approved and constructed they must be properly maintained. They must not create unpleasant odors or unsightly algae growth. All ponds will include design features such as circulation/filtration or other treatment (chemical or natural) to insure that water does not promote mosquito larvae habitat.

All sources of standing water will be regularly drained by the homeowner. Examples of potential standing water sites include (but are not limited to): pool covers, planting beds with improper drainage/uncovered landscape fabric, improperly stored toys, clogged gutters, tarps/coverings, rain barrels, and playsets.

In the event of an outbreak of mosquito or other water and/or insect/larva generated diseases, the Hirst Farm Homeowners Association reserves the right to have all landscaping ponds drained and emptied.

#### **4.22 Gutters & Down spouts**

New or additional gutters and/or Down spouts must match those existing in color, design and materials and must not adversely affect drainage on adjacent properties. Included in this area are gutter covers that keep leaves and other debris out of the gutters.

Rain barrels attached to downspouts in the rear and side yards of the home are permitted and encouraged, in accordance with section 4.29.

#### **4.23 Exterior Lighting/Low Voltage Landscape Lighting**

Exterior lighting must be directed downward and away from the street and from properties adjacent to the applicant's. Homeowners installing new exterior lighting or altering existing exterior lighting must receive prior approval from the Architectural Review Board.

Replacement of light fixtures with new fixtures compatible in style, scale and brightness with the existing fixtures do not require an ACR.

## 4.24 Exterior Decorative Objects

### 4.24.1 General Guidelines

Objects such as; wagon wheels, sculptures, driftwood, large rocks, decorative fencing, etc., will be allowed if located in an appropriate place. Decorative lawn ornaments are not recommended, but are allowed in some limited cases. The Board of Directors and Architectural Review Board will review these items occasionally. If complaints are filed based on any such item they will be reviewed individually and the appropriate action will be taken.

## 4.25 Exterior Antennas/Satellite Dishes

Per Federal Regulation 47CFR, Section 1.4000 (Oct 1996), Satellite Dishes and Antennas are permitted without requirement of prior approval. **Whenever technically possible, antennas will be located in an area that minimizes the appearance from the street and neighboring properties and should take advantage of screening provided by the existing structure and vegetation. Roof mounted dishes/antennas should be placed in the least visible location possible. Satellite dishes should be less than one (1) meter in size and in compliance with FCC Regulations. Dish and Antenna colors should be of neutral tones, black, tan, or gray. All cabling must be black, white or gray whichever is the least visible.**

**Antennas NOT covered by 47CFR, Section 1.4000 such as "amateur" HF/VHF/UHF/CB/Ham Radio antennas are not generally not permitted. An exemption to this rule may be made in instances of proven need for antenna installation due to a resident's involvement in Public Safety roles such as police, fire, EMS, search and rescue, or military. In such cases, the resident requesting the installation of such antenna may be required to provide documentation from their sponsoring organization that supports the need for such installation.**

## 4.26 Permanent Signs

Applications for permanent signs will be considered on a case-by-case basis. However, as a general rule, permanent signs will not be permitted.

## 4.27 Temporary Outdoor Storage Units (PODS, Door-to-Door, Box Trotters, etc.)

These portable storage units may be placed in a private driveway as long as sidewalks are not blocked. The maximum amount of time that these units may be employed is 2 weeks in any calendar year. The Architectural Review Board must be notified in writing of the intent to use this storage unit, the start date of when the units will be delivered, and the intended removal date.

## 4.28 Solar Systems

In order to be more eco-friendly and stay abreast with current housing requirements, Hirst Farm has the following guidelines for construction and use of solar water heating units and solar energy production.

- 1) All solar panel construction requires an Architectural Review for all and any constructed in Hirst Farm. **Solar shingles must be approved if the shingle type or color does not match the existing roof shingles, much as if you were putting on a new roof with different shingles.**

- 2) Approval on placement will be on a case-by-case basis.
- 3) ~~Per Virginia law, solar panels are limited to less than 100sq. ft. in size for any and all homes in Hirst Farm which allows up to three tandem units to be installed.~~ No detached buildings will be constructed for the purpose of solar heating.
- 4) Solar panels are permitted only on the back roof areas of any home, unless the use of black solar shingles is part of the construction. (Design view, color and placement must be reviewed for use)
- 5) Solar panels must lie in the same plane and pitch as the roof.
- 6) Solar panels must be permanently affixed to the roof without electric or mechanical tilting devices.
- 7) Solar panels may be constructed on either side area of the back yard roof but not both.
- 8) ~~Solar water heating systems are limited to less than 100sq ft in size for all homes in Hirst Farm, which allows up to three tandem units to be installed.~~ Water storage tanks or freeze prevention drain tanks will not be permitted on the roof; however, water tanks may be placed inside the home depending on the type of solar heater.
- 9) Solar panels must be installed at least one (1) foot below the roof peak line as not to be visible from front of house.
- 10) All electrical and water connections must penetrate the roof for attic routing or be placed in construction channels along the roof and sides of the home. These channels will match the roof color as it proceeds along the roof as well as have siding the matches the house exactly in the areas the connections traverse the side of the home.
- 11) No drains or flushing outlets will be permitted on the sides of the adjacent to any other property. The flushing and drain outlets must go directly to the sewer using an approved professional attachment, thus preventing chemicals using calcium flushing from entering the adjacent yard and storm drains.

#### **4.29 Wind Mill Generator**

~~Construction and/or use of Wind Mill Generators of any type are strictly prohibited in Hirst Far. The close proximity to other houses precludes any noise abatement and wind mill generators produce noise even at night~~ Windmill generators are permitted on a case-by-case basis, subject to approval by the ARB. Windmills must be ground-mounted and permanently installed in the rear yard, and should not be easily or obviously visible from the front. Windmill vanes may not exceed 4' in diameter and the bottom of any vane radius must be at least 8' above ground level. No more than one windmill per residence is permitted. Windmills must be properly constructed and maintained for silent operation. Complaints from neighbors about windmills will be addressed and may result in a directive to remove the device.

### **4.30 Rain Capture Devices**

The Hirst Farm Homeowners' Association would like to be in sync with the current eco-friendly trends which include rain water capturing systems. Typically water capturing systems are for erosion control and prevention of water table pollution. These devices as water savers and for cost reductions, especially in cities using water table wells such as the surrounding communities. Water collectors used in conjunction, with a drip system provide more benefit; typically the community grows tired of hauling the water around for use without the connection to the drip system.

- 1) All outdoor water capturing systems require the approval of placement the Architectural Review Board.
- 2) Systems must match the surrounding decor and be of a color that best matches the existing trim or surrounding area.
- 3) Height is restricted to forty two (42) inches (or less)
- 4) All front yard applications are prohibited. However, side yard applications will be approved if the units are completely concealed by shrubbery or fencing.
- 5) All devices will contain covers to prevent/deter mosquito habitat

### **4.31 Compost Collectors**

Decorative compost storage units have become very popular. Decorative compost sealed units may be used in Hirst Farm under the following guidelines. All compost units must have Architectural Review Board approval for size and placement.

- 1) Containers must be plastic in composition and colors of natural tones.
- 2) The units shall be placed in the back yard only, next to the home. All units must be out of view of the front yard or any side of the home.
- 3) Uncontained compost piles or open wire, plastic mesh units of any type are prohibited in Hirst Farm.

## **Section 5: Items not requiring an application**

### **5.1 Clotheslines**

Generally clotheslines are not permitted. If a resident produces acceptable documentation from a qualified medical physician stating the applicant cannot use an electronic or gas-drying device due to allergies or reactions, then the Board of Directors will review these cases on an individual basis. Should a clothesline be permitted, it will only be approved according to the following provisions. Drying or airing of any clothing, bedding or similar materials is permitted outdoors within the rear area of any lot during the hours of 9:00 A.M. and 4:00 P.M. ~~on Monday through Friday.~~ No drying or airing of clothing is permitted ~~on weekdays that fall~~ on national holidays. All clothes hanging devices (i.e., lines, poles, reels, or frames) must be stored out of sight when not in use during these approved hours, weekends and holidays.

### **5.2 Electronic Insect Traps**

Electronic insect traps are not recommended, but are allowed without completing an ACR within the following guidelines:

- 1) Traps will not be located in an area of the lot causing a nuisance to adjacent owners.
- 2) Traps are not to be operated after 10:00 P.M. or when the area protected by the trap is no longer occupied.

### **5.3 Firewood Storage**

Firewood must be stacked neatly and located to the rear or side of the residence. Location of the firewood stack must minimize visual impact. Screening may be required in some cases.

Firewood stacks larger than 1½ cords will require a completed ACR and will be considered on a case-by-case basis. Firewood racks with side supports may not exceed six feet 6' in height, firewood stacks without side supports may not exceed four feet (4') in height for safety reasons. No lumber, scrap wood, or other debris may be stacked on, within, or near the firewood piles.

### **5.4 Lawn Furniture**

Lawn furniture may only be stored on front porches or in rear yards. Lawn furniture cannot be placed in the front or side yards of any dwelling when not in use. Lawn furniture used on front porches should not be excessive and should be placed neatly.

### **5.5 Signs**

#### **5.5.1 Long Term Signs (Real Estate Rental/Sales only)**

Long-term signs are those that will be displayed for more than 30 days. No more than one (1) real estate sign can be erected or placed upon any lot or attached to any dwelling. Real estate signs cannot exceed six square feet in size and must meet Loudoun County regulations with respect to content and removal. Real estate signs can only be placed in the front yard of properties available and must be removed immediately upon sale or rental of the property. During the time that the sign is placed it must be properly maintained (i.e., cannot be visually damaged or improperly placed).

### 5.5.2 Short Term Signs

Short-term signs are those that will be displayed for 30 days or less. These signs typically include those used for elections, garage/yard sales, and birth announcements. These signs must be removed immediately following the election, sale, or for birth announcements, within 30 days. During the time that the sign is placed it must be properly maintained (i.e., cannot be visually damaged or improperly placed).

## 5.6 Mailboxes

Mailboxes must be standard sized and U.S. Postal Service approved Traditional (T1 or T2) or Contemporary (C1 or C2) Designs, or another style approved by the Committee.



Figure 6.6.a Traditional Mailbox Design



Figure 6.6.b Contemporary Mailbox Design

Metal mailboxes must be painted to prevent rusting or oxidation. Mailbox colors or decorations should not be garish or excessive. If complaints regarding mailbox appearance are received, the Board of Directors may require that the decorations be removed or that the mailbox be repainted a neutral color.

According to postal regulations, mailboxes must meet the following requirements:

- 1) Mailboxes are to have the house number clearly displayed on the side or front of the mailbox.
- 2) Mailboxes are to be mounted 3 ½ - 4 feet above the road surface on a simple post (which may optionally include an integrated paper box).
- 3) Mailboxes must not obstruct sidewalks or sight lines.

### 5.6.1 Mailbox Sizes Limitations

The traditional and contemporary style mailboxes are available in three standard sizes, only the first two are permitted in Hirst Farm. The third size mailbox is intended for rural use and its large size not appropriate. The two standard sizes available for use are:

- 1) [T1 & C1]: 18.5" long, 5" wide, 6" tall,
- 2) [T2 & C2]: 19.5" long, 6" wide, 7" tall,

### 5.6.2 Mailbox Mounting Requirements

Mounting posts may either be a single vertical post, or a combination of vertical post and single crosspiece.

Wooden posts may not be wider than 4"x4", and may only be treated with a clear or translucent wood tone stain/sealant (see guidelines for fences and decks). Steel or Aluminum pipes used as mounting posts should not exceed 2" in diameter and must be painted to prevent rust or oxidation.

### **5.7 House Numbers / Address Signs**

House numbers should be legible, but should be a size and color appropriate for the applicant's house. In certain cases, decorative house numbers may be acceptable depending upon the location and type of house. House numbers not installed by the builder require approval. Address plates with the residents name, address, house number and name require approval.

### **5.8 Holiday Ornaments & Decorations**

Temporary holiday yard ornaments (including ornamental lights) will be permitted. All ornaments must be erected or installed no more than 40 days prior to the holiday and removed within 30 days following the holiday being celebrated.

### **5.9 Trash Containers**

Trash must be placed in containers manufactured specifically for trash storage purposes only. Containers must have a lid that is kept in place at all times. Paper or plastic bags, boxes, etc. are not acceptable as permanent trash containers.

Trash containers are not to be stored or kept in the front or side yard of any lot, **unless in accordance with section 4.8.1 (enclosures for bins)**. Trash containers must be stored in garages, behind dwelling (screened from public view), in storage sheds, or behind fences that block the view from the street and neighbors. For collection, trash containers are to be placed at the curbside in front of the residence only.

Trash containers are not to be placed at curbside before 5:00 P.M. on the evening before trash pickup, and must be retrieved before 7:00 PM on the day of collection. The same rules for storage and placement apply to the Town of Purcellville and Loudoun County recycling containers.

### **5.10 Compost Bins**

If a compost bin is desired, the use of a pre-manufactured compost bin, which is an earth tone color, is encouraged. Bins should be located near the rear of the property and should be screened from the street and open space. All active compost must be treated at all times to prevent odors from escaping. The ARC's can ban compost bins upon reviewing the lot owner's proper continuing maintenance.

## **Section 6: Items Requiring Special Approval**

### **6.1 Window Unit Air Conditioners**

Air conditioning units extending from windows are specifically prohibited for any unit in the community. Exceptions for homeowners with family members that have medical problems that require individual window unit air conditioners will be considered by the Board of Directors and Architectural Review Board.

### **6.2 Air Conditioners**

Air conditioning units extending from windows or protruding from the existing structure 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 as long as they are placed near existing units and do not have an adverse audible or visual impact on adjoining lots or open spaces. Screening of these units with vegetation or lattice (not to exceed 4 feet in height) may be permitted if approved by the Architectural Review Committee.

## **Section 7: Items Never Approved**

### **7.1 Temporary Window Treatments**

Bed sheets, plastic sheets, newspapers, or other similar window treatments, shall not be hung or placed in or on any window on any dwelling located on any lot **unless there is active construction being performed on the room inside and the covering is for the protection of the windows.**

# Appendix A

## General Description of What to include in an Application for Exterior Modifications

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### **A.1 Plat**

A copy of your house location survey MUST be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, sheds, play sets, etc. The location of the proposed structure must be drawn on the plat. Plats are not required for paint changes, storm doors/windows, or other such modifications.

### **A.2 Detailed Drawings**

A full set of architectural drawings may be required for some changes such as decks, fences, patios, etc.

### **A.3 Dimensions**

Provide all dimensions, including height, roof slope, etc. on new construction.

### **A.4 Description of Materials**

Provide a list of all materials to be used in the proposed construction.

### **A.5 Description of Colors**

An actual color sample, not photos, MUST be included in the application if color is not the original color of house and/or trim

### **A.6 Photographs**

Photographs of existing conditions are helpful to the Architectural Review Committee.

### **A.7 Drainage**

Changes in grade or other conditions that will affect drainage MUST be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

### **A.8 Signatures of Property Owners**

Obtain signatures of all adjacent and affected property owners of your proposed exterior changes.

### **A.9 Additional Specific Requirements**

Some exterior changes require specific submission materials necessary for review by the Architectural Review Board and are outlined in the Design Guidelines.