

Homeowners' and Residents'
HANDBOOK

Golf Course View Cluster

Updated: Spring 2017

Table of Contents

Introduction	3
History and Membership	3
Common Courtesies	3
Common Concerns	4
Governance, Services, Responsibilities.....	5
Governance and Finance	5
The Board of Directors.....	5
Meetings.....	5
Financial Management	5
Annual Assessment(s)	5
Homeowners’ Complaint Procedure	6
Cluster Committees	7
Services	8
Trash Removal	8
Snow Plowing	8
Street Lights	9
Playgrounds and Recreational Facilities	9
Landscape and Landscape Maintenance	9
Newsletter and Directory.....	9
Cluster Website	10
Resident Email Network	10
Homeowner Responsibilities.....	10
Property Maintenance.....	10
Architectural Changes or Additions	11
Assigned Parking.....	11
Prohibited Parking	11
Pets	13
Wild Animals	13
Maintaining and Improving Your Home	14
Getting Approval from RA.....	14
Approval of Planned Additions or Alterations	14
Approval of Existing Alterations or Additions	16
Cluster Design Standards and Specifications	17
Air Conditioners and Heat Pumps.....	17
Antennas/Satellite Dishes.....	17
Awnings	17
Basketball Backboards	17
Brick.....	17
Decks.....	18
Doors and Windows.....	19
Exterior House Paint	20
Fences (Privacy and Rear Fences).....	21
Gas Meter/Vents.....	22
Gutters and Downspouts	22
House Siding and Trim.....	22

Landscaping	23
Lighting	23
Patios	24
Radon Equipment	24
Retaining Walls	24
Roofs	25
Sheds	25
Sidewalks, Steps, Porches and Stoops.....	25
Trash Enclosure.....	26
Appendix A: Prior Martin Senour Exterior Paint Palette.....	27
Appendix B: Cluster Tree Maintenance Policies.....	28

Introduction

Welcome to Golf Course View Cluster Association!

This handbook is intended to provide you with a quick reference to important information about the Cluster. It contains basic information about the Cluster's governance structure, services, and homeowner responsibilities. It provides important information about how to get Reston Association's (RA) approval for additions or alterations to the exterior of your home and identifies the RA-approved Golf Course View Cluster Design Standards.

Please note that this handbook is not intended to replace the Reston Association Covenants or the Cluster's Bylaws and Regulations. Should a conflict arise between this handbook and the Covenants or Bylaws, the applicable Covenants or Bylaws take precedence.

History and Membership

The Cluster was built between 1972 and 1974 and is located in the middle of the Reston National Golf Course. It contains 105 townhomes situated in six courtyards along both sides of Golf Course Drive. (The addresses are 2074 to 2214.) In addition to the townhomes, the Cluster includes more than eight acres of common grounds that are owned and maintained by the Cluster.

All owners of the Cluster's townhomes are members of the Cluster Association, both those who reside in the townhomes and those who do not. All members are encouraged to take an active role in the Cluster's activities, as we are a self-governing body. While those residents who rent their townhomes are not formal members of the Association, they, too, are encouraged to take an active role. Owners and renters are eligible to serve in any Cluster role, i.e., as elected members of the Cluster's governing Board of Directors, as officers of the Cluster, as members and chairs of the various Cluster committees.

Common Courtesies

All of us who live here recognize that, while townhouse living has some wonderful advantages, it also means that there are a lot of us sharing the same space. Therefore, it is important that we be good neighbors. By observing the following common courtesies, we can help to make our neighborhood a safe and pleasant place to live.

- In the interest of safety, the posted speed limit in the Cluster is 15 mph. Please observe this limit and drive carefully through the Cluster, keeping an eye out for pedestrians and children at play.
- To discourage vandalism and theft, please turn your outdoor light(s) on at dusk and leave them on all night. Please use lower wattage to prevent bright lights shining in neighboring windows. In addition, please be alert to potential problems and call the police (703-691-2131) if you see or hear anything at all suspicious. The police appreciate and rely on such reports to help

them focus on problem areas and to correlate information during investigations.

- In consideration of your neighbors, please play radios, TVs and CD players at a reasonable volume, especially during the evening hours.

Common Concerns

Living on a golf course and beside RA's swimming, tennis and basketball facilities is an ideal situation. However, with so much activity going on around us, there are bound to be some disturbances. Golf balls sometimes go astray, exuberant swim team families and fans can fill our streets with parked cars and disturb our Saturday morning sleep; and tennis matches and basketball games frequently last well into the evening hours. Most of us recognize that these disruptions are temporary, and a small price to pay for the many advantages. However, this is not always the case, and occasionally problems arise that require some action.

- Experience unfortunately has shown that unlighted parking lots can attract would-be vandals and thieves. You can best protect your property by always locking your parked vehicle(s) and keeping your front lights on from dusk to dawn.
- If a window is broken by a stray golf ball, your homeowners' insurance policy may cover your loss. If you can identify the golfer responsible, his or her insurance may pay. The golf course will not accept liability, but may cooperate in helping to identify the golfer responsible for the damage.
- RA oversees its recreation facilities (i.e., pathways, pool, tennis and basketball courts). If you have a problem regarding the RA facilities, you should call them directly.

Governance, Services, Responsibilities

Governance and Finance

The Board of Directors

The Golf Course View Cluster Association is a Virginia non-stock corporation. Its Board of Directors operates under the Association's Articles of Incorporation and its Bylaws. Homeowners elect Directors to one- or three-year terms at the Association's annual meeting held in June. The three-year terms overlap, providing continuity. The Directors elect the Association's officers (President, Vice-President, Secretary, and Treasurer) each year at their June meeting. The Directors also appoint the chairs of several standing committees of the Board: landscape, trees, drainage, and playground, for instance.

Meetings

The annual meeting of the Cluster Association is held on the second Monday in June. The annual meeting of the Board of Directors convenes the following day. The board meeting continues throughout the year, meeting usually on the second Tuesday of each month or as otherwise agreed. All meetings are open to residents and homeowners, and the time and location of all Cluster meetings is generally published, in advance, in the Cluster newsletter.

Financial Management

The Board of Directors has a contract with Karen Seymour to manage our Cluster finances. Karen collects Cluster assessments and pays the Cluster's bills. She also prepares the disclosure packets that must be provided to all new homebuyers. If you have questions about your assessment or need to request a disclosure packet, you can contact Karen at fourflyin@aol.com, or 703-255-2461. The address to which you mail your assessments is GCVCA, PO Box 434, Oakton VA 22124-0434.

Annual Assessment(s)

All homeowners pay a regular annual assessment to the Cluster Association. The amount of the regular assessment is set by the Board of Directors in December. The assessment is used to maintain the common grounds and playgrounds, provide trash and snow removal, maintain street lights, purchase insurance and cover administrative expenses.

By vote of the homeowners, special assessment(s) may also be established to fund future capital improvements. Special assessments are in addition to regular annual assessments.

The annual statement of the assessment is distributed to homeowners in December with a payment schedule. Homeowners may pay the assessment in January in a lump sum or on a quarterly basis. Homeowners who pay the full annual assessment on

or before February 1 enjoy a 10% discount. Quarterly payment due dates are: January 15, April 15, July 15, and October 15.

In 1991, the Board of Directors adopted a resolution that identified a specific procedure to be followed in the event a homeowner is delinquent in paying his or her assessment. In 2002 this resolution was incorporated into the Cluster Bylaws. In 2011 the Board revised the collection procedures highlighted below. A more detailed statement of the procedure is included in the Bylaws available at the Cluster website, www.golfcourseview.org.

- A \$25 late charge is applied on any assessment installment not paid by the 30th day after the due date and the account declared delinquent.
- When an account is declared delinquent, a "first notice" is mailed to the homeowner that states that a late fee has been added to the account and the delinquent balance must be paid within 60 days of the original due date.
- If the account remains unpaid on the 60th day after the original due date, interest charges at the rate of one and a half percent (1.5%) per month are applied to the entire balance of the account until it is paid in full.
- At that time, a "second notice" is mailed to the homeowner that states that if the account is not paid within 90 days of the original due date, the account will be turned over to the Association's attorney for legal action that can include a lien placed on the property until the outstanding debt is satisfied.
- If the account remains unpaid by the 90th day after the original due date, the account is "accelerated" (the entire annual assessment plus late charges, interest, attorney's fees and court costs is declared immediately due and payable) and turned over to the Cluster's legal counsel for collection.

If you experience difficulty in paying your dues on time, you are encouraged to contact the Financial Manager to develop a mutually agreeable payment plan.

Homeowners' Complaint Procedure

In the event that you feel that an action, inaction or decision of the Board of Directors has violated your rights under the Cluster Bylaws or the Virginia Property Owners' Association Act, the Cluster has a formal complaint procedure in place to enable you to have your grievance addressed. The procedure includes the means to register both initial informal and formal complaints to the Board of Directors, and when appropriate and necessary to the Virginia Common Interest Community Board's Ombudsman.

You can download the procedure and the complaint forms at the Cluster website, www.golfcourseview.org by clicking on the Complaint Procedure Tab. If it is not feasible for you to access the procedure and forms Online, you may request a hard copy from any Director.

Cluster Committees

The Board of Directors maintains a number of committees to manage our common property. You are welcome to attend a committee meeting when you have an issue to discuss or a suggestion for enhancing our common property. Committee meetings are announced in advance in the monthly newsletter.

Landscape/Tree Committee: The Landscape/Tree Committee focuses on ways in which the Cluster's landscaping might be enhanced and plans the projects to be undertaken. In 2016 the committee developed a 5-year plan that will guide the major landscape projects through 2022. The 5-year plan identifies the annual budgets for major tree maintenance and the major landscape project(s) and includes a budget for smaller volunteer projects suggested by residents.

Residents should contact the Landscape/Tree Committee Chairperson to report problems with trees on common property and concerns regarding the landscaping in common areas.

Playground Committee: The Playground committee is responsible for maintaining our Cluster play areas. It generally meets once a year to assess maintenance needs and organize the necessary repairs or enhancements.

Drainage Committee: The Drainage Committee identifies drainage issues in common areas and arranges for appropriate solutions for identified problems.

Capital Improvements Committee: The Capital Improvements Committee is responsible for maintenance of our street, parking lots, sidewalks and playground equipment. The committee chairperson oversees the Cluster's Reserves for Capital Improvement funds.

Design Standards Committee: The Design Standards Committee serves as a resource to the Cluster regarding Cluster and Reston Association design standards. The committee has prepared detailed information about the Cluster design standards that is available at the Cluster website and in hard copy when requested of the Cluster president. We encourage residents who are planning to make changes or improvements to the outside of their homes to contact the Design Standards Committee Chair for consultation regarding the proposed change and assistance in preparing their applications to the Reston Association Design Review Board.

Services

Trash Removal

The Cluster provides for the collection of normal household trash through a common waste removal contractor. Our current contractor is VHI Industries. You may call VHI at 703-365-7616 with questions or complaints.

- **Regular trash pick-up** - each Tuesday and Friday after 7:00 AM, except Thanksgiving, Christmas New Year's, Memorial Day, 4th of July and Labor Day. If a trash day occurs on one of the holidays, the next pickup is generally on the next regularly scheduled trash day.
- **Recycling pick-up** - each Friday, except for the holidays listed above. Newspapers, glass bottles and jars, plastic containers, aluminum or steel cans, junk mail and flattened cardboard are the only recyclable items picked up by VHI.
- **Pick-up for yard waste, tree limbs and brush** - no prior notification necessary. Yard waste contained in trash cans or bags may be put out for any regular trash collection. Tree limbs (no bigger than 2” in diameter) and brush **must** be cut in 4 foot lengths and put in a trash container or tied in bundles to be picked up.
- **Large household items such as a metal furniture, washer/dryer, hot water heater and construction debris** – To arrange for pick-up of large unburnable items, contact VHI at 703-365-7616. There will be a charge for this service.
- **Pick up for household items that contain chlorofluorocarbons (CFCs) such as refrigerators, freezers, and dehumidifiers is not available through VHI.** Normally, these items will be removed for a small charge by the company from whom you purchased the new appliance. If necessary, you can make arrangements with an independent hauling company for the removal of a refrigerator or freezer. Look under “Rubbish Removal” online or in the yellow pages of your phone book.

Snow Plowing

Under a contract, snow is plowed from street and parking areas when the accumulation has reached a depth of 4 inches. In the event of icy conditions, sand and salt will be applied to the street and parking areas.

You are responsible for removing snow and ice from the entry-way of your own dwelling and the sidewalk in front of your home. Courtyard residents are responsible for ensuring the sidewalks adjoining their parking lot are fully passable. Please do not pile snow in front of storm sewers, and, to protect the concrete, do not use deicers containing salt (sodium chloride).

Street Lights

The Cluster Association pays for street lights along Golf Course Drive and in the parking areas. These lights are maintained by Dominion Virginia Power. If you notice a street light that is burned out or broken, please call Dominion Virginia Power and request repair service. The number to call is 888- 667-3000, and you'll need the code numbers posted on the light pole and the Cluster's account number (7064285005). Note: The power company characterizes our street lights as "watch lights."

Playgrounds and Recreational Facilities

The Cluster maintains playground equipment at two sites on the Cluster grounds. The upper playground is in Courtyard D. The lower playground is behind Courtyard E and is maintained jointly with Golf Course Square Cluster. If you have any comments or suggestions, please contact the Playground Chairperson or a director.

Residents are also eligible to use the nearby Newbridge Recreation Area swimming pool and tennis courts and all other pools and tennis courts maintained by RA. To use the swimming pools and tennis courts, you must purchase a pool and tennis pass from Reston Association. For details, you can call RA at 703-435-6530 or go to the RA website, www.reston.org.

Landscape and Landscape Maintenance

The Cluster Association maintains more than eight acres of common grounds. Day-to-day responsibility for landscape maintenance has been delegated by the Board of Directors to the Landscape/Tree Committee. Maintenance of common grounds is provided by a contractor and includes care of lawns (mowing, fertilization, weed control, leaf collection and disposal), and landscaped beds. Maintenance of the trees on common property is managed by the Landscape/Tree Committee. Tree maintenance work is identified and prioritized based on resident concerns and the advice of certified arborists and implemented in accordance with well-established policies that are consistent with RA's maintenance policies and guidelines. The cluster tree maintenance policies are included at Appendix B.

If you have comments or suggestions about the maintenance work or need to report storm damage to trees or lawns, please contact the Landscape/ Tree chairperson or a director.

Newsletter and Directory

The Cluster newsletter, *ReView*, is generally published monthly by the Cluster Association Board of Directors. In addition to news of general interest to residents, the newsletter contains the names and telephone numbers of directors, officers and committee chairpersons.

Periodically the Board also publishes a directory of residents' addresses and telephone numbers. The directory also includes phone numbers for emergency, utility, school, Reston Association and other services. The directory is intended to promote internal Cluster communications and is distributed

only to residents.

Cluster Website

The cluster maintains a website, www.golfcourseview.org that serves as an important communication link for residents and homeowners. You can use the website to access detailed information about the cluster, including the Articles of Incorporation and Bylaws, current and past issues of the cluster newsletter and minutes of the board of directors' meetings; this handbook and the cluster design standards, and even a list of contractors recommended by residents.

Resident Email Network

The Board also maintains a resident email network to communicate up-to-the-minute information about Cluster affairs, such as changes in trash collection schedules, snow plowing plans, storm-related news, and discussion of common issues and concerns.

Residents may join the network by sending an email to gcvca@golfcourseview.org, and may request to have their names put on a BCC list, if they prefer not to share their email addresses with their neighbors.

Homeowner Responsibilities

For financial management, security and maintenance reasons, and especially in the event of an emergency, the Cluster requires all homeowners to provide the Cluster with the full contact information for at least one owner, including telephone number and email address. This information is never disseminated outside the Cluster, and phone numbers and email addresses are shared with other residents only with the individual's permission.

Non-resident homeowners are required to provide the Cluster with not only their own full updated contact information but also the name and contact information for at least one of their tenants, and if applicable, the management company engaged to handle the property in their absence. They are also responsible for ensuring that their tenants are fully informed about the Cluster's parking rules, common services, and residents' maintenance responsibilities.

Property Maintenance

Under the Reston Association Covenants, we are all required to keep our houses and lots well maintained. This includes maintenance of both the exterior of our homes (i.e., trim, brickwork, windows and doors, roofs and gutters, decks and railings, patios, porches, sidewalks and exterior lights) and the landscape elements on our lot (including keeping grass mowed, trees and shrubs pruned, beds weeded, sidewalks shoveled of snow, etc.). Trash containers, recycling bins, tools and the like should be stowed out of sight in a trash enclosure or shed. If/when the Cluster board receives complaints about a property

that is not being properly maintained, the board will file a formal maintenance complaint with the Reston Association Covenants Administration.

Non-resident homeowners are fully responsible for the maintenance of their property in compliance with the Reston Covenants and the standards expected by the Cluster, and should make appropriate arrangements with their tenants or property management company to ensure necessary maintenance is routinely performed.

The common grounds belong to all of us, and we share the responsibility of caring for them. Parents have a particular responsibility to make sure that their children's play does not damage common lawns, landscaped areas, plantings or trees. Our mutual responsibility for the common areas also includes picking up litter and landscape debris when we see it lying around, and, to the extent possible, watering shrubs and trees on common property during periods of drought..

**Architectural Changes
or Additions**

If you wish to change the exterior appearance of your property, you must obtain prior approval by the RA. This is usually a simple procedure. Standards have been established that make it easy to obtain RA's approval of changes to exterior paint and roofing, windows and doors, fencing, lighting and other exterior elements. The section, "Maintaining and Improving Your Home,"(see Page 14) provides a list of these standards.

Assigned Parking

Two Cluster-owned parking spaces have been assigned to each townhome to ensure that residents always have access to convenient parking.

Service vehicles may park in any assigned parking spaces and on Golf Course Drive when they are actually delivering goods or services to residents

Prohibited Parking.

Fire lanes and safety zones have been established to safeguard residents and their property. These no-parking zones are identified by yellow curbs.

Any car that is improperly parked:

- **in an assigned parking space,**
- **next to a curb that is painted yellow,**
- **behind a car parked in an assigned space, or**
- **in any manner that blocks easy access to or from an assigned parking space**

can and will be towed immediately, without notice and at the owner's risk and expense.

Certain vehicles **may never be parked overnight** in parking

lots or on Golf Course Drive within the Cluster. With the exception of abandoned vehicles, any of the vehicles listed below may be towed at the owner's expense 24 hours after written notice has been delivered to the owner by hand or certified mail, or 72 hours after written notice has been placed on the vehicle. Once a suspected abandoned vehicle has been posted, it may be towed if not moved within four more days.

Towing of those vehicles listed below requires the approval of two members of the Board of Directors, one of whom is the President or Vice President.

Vehicles prohibited from parking overnight include:

- Commercial vehicles, including any vehicle with a carrying capacity of three quarters of a ton or more and any vehicle that displays advertising of a company name.
- Any vehicle that exceeds any one of the following limits:
 - a. A length of 215 inches,
 - b. A height of 85 inches,
 - c. A width of 82 inches.
 - d. Gross vehicle weight in excess of 6,600 pounds.
- Recreational vehicles, campers, trailers, boats, and mobile homes.
- Abandoned and junk vehicles. Abandoned vehicles are defined as those that have not been moved in a period of four days and that do not bear current state license plates or a valid state inspection certificate. Junk vehicles are those that cannot be operated in their current condition.

Note: RA provides a parking lot for recreation vehicles, trailers, boats, etc. For more information about this lot, you may call RA at 703-437-7658. Oversize vehicles can be parked overnight for loading and unloading purposes in the circle or along Golf Course Square outside of the Cluster. Such vehicles are subject to the posted County parking laws.

All residents are encouraged to comply with the parking rules and to ensure that their guests do so as well.

If a vehicle of yours is towed, call the Fairfax County Police dispatcher (703-691-2131) for information about its location. You will need your driver's license, registration card and sufficient cash or a credit card to pay the towing and storage costs to reclaim your vehicle.

- Pets** Your dog or cat is a welcome addition to our neighborhood. However, the Fairfax County Leash and Pooper Scooper laws are in effect on all common property. Dog owners must:
- keep their dogs on a leash at all times,
 - keep their dogs off private property and out of Cluster landscaped beds, and
 - pick up after their pets and dispose of the waste properly in a trash container.

“Mutt Mitts” are generally available from dispensers located by the sidewalk beside the swimming pool, along Golf Course Dr. at the gully and at the corner of Golf Course Sq. and along Golf Course Sq. at the crosswalk to Newbridge.

To report dogs running loose or creating a sanitation problem, call the County Animal Control Office (703-691-2131).

- Wild Animals** Our neighborhood is home to a variety of wild animals like chipmunks, opossums, raccoons, ground hogs, foxes, skunks and squirrels. All wildlife belongs to the Commonwealth of Virginia. Citizens may not trap and relocate wild animals without the knowledge and permission of the Virginia Department of Game and Inland Fisheries. If you have any problem with wild animals, you may call the State Game Warden (540 899-4169). If you have reason to believe a wild animal is rabid, you should call Fairfax County Animal Control (703-691-2131).

Maintaining and Improving Your Home

Under the Reston Covenants, all Reston homeowners are responsible for maintaining their property and ensuring that it is in compliance with all Reston Association (RA) and Cluster design and maintenance standards. Homeowners must obtain the approval of RA and its Design Review Board (DRB) for all changes to the exterior of their townhomes and property, including major landscape design. The Cluster itself does not review or approve such changes. RA has the sole authority to review/approve exterior design changes and to enforce the Maintenance Covenants.

The basic source of information on Reston's maintenance covenants and architectural guidelines and their enforcement is the RA website, www.reston.org. You'll find the Use and Maintenance Covenants by going to the website's home page then clicking on About Reston, then Governance, then RA Governing Documents, then Use and Maintenance. To find the RA design standards for architectural and landscape elements go to the website's homepage, then click on Property Owner Resources, then Design Review, then Design Guidelines, then Cluster Housing, then search the alphabetized list for the appropriate topic.

This Cluster handbook supplements RA's Reston-wide standards by explaining the Cluster's specific design standards. A second document, "Working With The GCVCA Color Palette," explains your options for painting the wood trim, doors and windows on your house and is available on the Cluster website, www.golfcourseview.org. At the homepage, click on the Handbook and Standards Tab then click the desired link. The standards and specifications were developed by the Cluster and approved by the DRB. Their purpose is to provide architectural continuity in our neighborhood, while providing for creative and practical change. It is relatively easy to obtain RA's approval of changes that conform to the Cluster design standards and specifications.

Getting Approval from RA

Approval of Planned Additions or Alterations

Before you undertake any change to the exterior of your home, you are responsible—under the covenants in the deed to the property you purchased—to request and obtain approval from the RA Covenants Administration Office (12001 Sunrise Valley Drive). The DRB application form is available at the RA website, www.reston.org and, more easily, at the Cluster website, www.golfcourseview.org at the Handbook and Standards Tab.

Your application form should include a complete description of the alteration or addition for which you are requesting approval, as well as clear drawings or other illustrations of the proposed alteration or addition. Your application needs to be signed by two of your nearest neighbors and an officer of the Board of Directors. The signatures denote only that these people are aware of your plans.

No RA approval required	<p>In general terms, an application is not required if:</p> <ul style="list-style-type: none"> • You are maintaining an already DRB-approved element without making any changes (e.g., repainting with the same color, rebuilding a trash enclosure consistent with the original design, reroofing with the prescribed shingles); or • RA has said that the item is not subject to design review.
Application for a change <u>fully consistent</u> with the Cluster Standards	<p>RA staff can review your application, without actual DRB involvement, when the change you wish to make complies fully with the Cluster and RA standards. You are required to submit a complete application. RA staff may want to visit your property. Usually your application can be reviewed and approved within a few days.</p>
Application for a change <u>not clearly covered</u> in the Cluster Standards	<p>Applications for changes that are not clearly covered by the cluster design standards may be reviewed by RA staff in consultation with a DRB member. You are required to submit an application including neighbors' and an officer's signatures. Such applications are generally reviewed weekly, and the decision will be available within a week following the consultation.</p> <p>If the application is denied, you may appeal the decision and request a hearing by a DRB Panel.</p>
Application for a change that is an <u>exception</u> to the Cluster Standards	<p>If the change you are requesting clearly is not consistent with (is for an exception to) Cluster Standards, a review by a DRB Panel is required. You must submit a complete application including neighbors' and an officer's signatures. To be sure that your application goes directly to a Panel (without going through the time-consuming staff and consultant reviews and subsequent denials) your application must include a specific request for a Panel hearing, preferably on the first page.</p> <p>A DRB Panel generally meets every Tuesday evening, and your application will be assigned to the first available panel. If the date of your hearing is inconvenient, you can reschedule it by calling the RA staff advisor assigned to our Cluster. You are encouraged to attend the hearing to present or comment on the application. The final decision of the panel will be mailed to you a week following the hearing.</p> <p>If one of your neighbors has registered as an Affected Party—meaning that they have a concern about it, your application will necessarily be reviewed at a Panel hearing. A DRB Panel also hears all appeals regarding applications that were denied at the Staff or Consultant levels.</p>

**Approval of Existing
Alterations or Additions**

Homeowners are responsible for all alterations or additions made to the exterior of their property—even those made by former homeowners. If you receive a violation citation from the RA Covenants Administration regarding existing features that were not approved by the RA Covenants Administration, you should complete an application form for approval of the existing alteration or addition. The DRB review process is the same as for new exterior changes.

Cluster Design Standards and Specifications

The purpose of the RA-approved Cluster Design Standards is to promote continuity and visual harmony in the appearance of the townhomes in our Cluster. The list below focuses on the standards specific to Golf Course View that RA has approved. However, as a convenience, the list also includes *some* of RA’s general standards that have been found to be important to the Cluster. Please refer to the RA Standards listed in their Design Guidelines for Cluster Housing for any topics or standards you do not find in the following list. Topics are listed alphabetically.

Air Conditioners and Heat Pumps	<p>Central air conditioners and heat pumps must be installed according to Fairfax County Code specifications and regulations.</p> <p>No window air conditioners may be installed.</p> <p>All air conditioners/heat pumps must be installed inside, and fit within the dimensions of, the existing trash enclosure and need to be shielded from neighbors' view from the ground level. If the air conditioner/heat pump is taller than the existing trash enclosure, the enclosure should be enlarged, or landscape plantings should be added to provide a visual shield.</p>										
Antennas/Satellite Dishes	<p>Refer to RA’s Covenants & Design Review Guidelines for Cluster Housing under the section for Antennas/Satellite Dishes for specifics regarding these devices.</p>										
Awnings	<p>Awnings may not be installed on any windows or doors.</p>										
Basketball Backboards	<p>No basketball backboards may be installed on private property.</p> <p><i>Note:</i> There is a cluster basketball backboard located adjacent to the lower playground, and there are RA backboards by the Newbridge swimming pool.</p>										
Brick	<p>New or replacement bricks (walks, porches, porch railings, etc.) must match the original brick used on the house.</p> <p>The cluster brick palette includes five specific bricks by two manufacturers: RA has your brick color on file.</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">Woodbridge Clay:</td> <td><i>Manassas Tan</i></td> </tr> <tr> <td></td> <td><i>Colonial White</i></td> </tr> <tr> <td></td> <td><i>Jackson</i></td> </tr> <tr> <td></td> <td><i>Mosby</i></td> </tr> <tr> <td>Maryland Clay:</td> <td><i>Coppertone</i></td> </tr> </table>	Woodbridge Clay:	<i>Manassas Tan</i>		<i>Colonial White</i>		<i>Jackson</i>		<i>Mosby</i>	Maryland Clay:	<i>Coppertone</i>
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	<i>Colonial White</i>										
	<i>Jackson</i>										
	<i>Mosby</i>										
Maryland Clay:	<i>Coppertone</i>										

Decks	<p>Replacement of an existing DRB-approved deck requires no application for approval when the replacement deck matches the existing deck in size, design and construction.</p> <p>You must submit a complete application that includes the signatures of your nearest neighbors and a cluster officer if you want to build a deck that is larger than the original or of a different shape, or that encompasses any other change(s) from the original.</p> <p><i>Note:</i> In general, DRB has no problem with composite deck materials such as Trek for example.</p>
Decks—Ground Level	<p>Ground-level decks must conform to one of two color schemes as follows:</p> <p>Single color—All elements of the deck are the same color that is either:</p> <ul style="list-style-type: none"> • Natural wood, with or without a preservative; • The approved predominant trim color of the house; or • The approved color of the privacy fence. <p>Two-color—The deck’s walking surface is natural wood (with or without a preservative) while all other deck elements are of the same color that is either:</p> <ul style="list-style-type: none"> • The approved predominant trim color of the house, or • The approved color of the privacy fence.
Decks—Upper Level	<p>Cluster specifications for upper level decks include the following:</p> <ul style="list-style-type: none"> • The deck must have trim boards on all sides that conceal the understructure of the deck. • The deck must have either a flat black wrought iron railing that matches those in the Cluster, or a wooden railing (see specifications below) that fully complies with the Fairfax County Code for deck guards. The Code is available online at www.fairfaxcounty.gov. <i>Note:</i> DRB has no problem with aluminum rather than wrought-iron railings, so long as the design and color closely match the Cluster standard. • A wooden railing may be 36” to 42” in height and must be constructed with 2 x 2 picket balusters spaced 3.5” to 4” apart with 4 x 4 posts placed every 6’ at a minimum, a continuous flat 2 x 6 cap board, square (90 degree) corners and 2 x 4 top and bottom boards, that may be placed on either side of the railing, attached to the posts. This wooden railing may be painted to match the predominant trim color of the house, left unpainted to weather naturally, treated with a clear colorless sealant, or stained Olympic Oxford Brown

- With the exception of the railing and walking surface, all surfaces, must be painted to match the approved predominant trim color of the house.
- Walking surfaces need not be painted or stained.

Doors and Windows

Replacement Doors **Front Door** – The approved designs for the front door are a:

- six-panel door with no windows or ornamentation,
- four-panel door with a simple fanlight window at the top or
- six panel door in which the top two panels are glass.

Front door color must be in accordance with the approved color palette.

Rear Door – The approved design for the rear door is a French door with or without grids (fixed or removable), a sliding glass door that is designed to look like a French door, or a six panel door. The rear door color must match the approved window sash color or be a medium to dark brown.

Replacement Windows The approved design for replacement windows is a six-over-six double hung window with fixed or removable grids. The grids must be installed. Either single pane or double pane thermal windows may be used. The exterior color of the window proper (NOT including the 5 ½ inch wide trim board surrounding the window) and grids must be either in accordance with the approved color palette or medium to dark brown.

Replacement windows may be made of wood, aluminum-clad wood, vinyl-clad wood or aluminum, fiber glass, resin or any other standard building material, so long as they meet the GCVCA standard for design (six over six, double-hung, with grids installed). The exterior color of replacement windows that are **paintable** must conform to the standard in the preceding paragraph.

Manufacturers recommend that certain kinds of windows should not be painted. The exterior color of **unpaintable** replacement windows may be either:

- The color that most closely matches or blends with/complements the trim that surrounds the windows or medium to dark brown. The color of the trim that surrounds these windows must be in accordance with the approved color palette.
- White or almond. The trim color surrounding these windows must be one of the specified Pratt & Lambert colors, or **if it is the approved current color of your house**, Martin Senour’s Bracken Tenement Biscuit or Colonial Blue. See the guidelines in “Working With the GCVCA Color

Palettes” document (available on the cluster website) for more details.

Storm/Screen Doors and Storm Windows:

Front Storm Doors – The approved design for a front storm door is a full-view or self-storing unadorned door (full-view preferred). The front storm door may match the color of the door it encloses, match the color of the 5 ½” trim that surrounds it, or be medium to dark brown.

Rear Storm Doors and Screen Doors – The approved design for a rear storm or screen door is a full-view or self-storing unadorned door (full-view preferred). Rear storm or screen doors must either match the color of the doors they enclose or be medium to dark brown.

Storm Windows – The approved design for a storm window is a full-view self-storing window. Storm windows must either match the approved color of the 5 ½ inch trim boards surrounding the window they enclose or be medium to dark brown.

Exterior House Paint

The Cluster currently has two color palettes in use: the older palette of 32 Martin Senour “Williamsburg” colors and the Pratt & Lambert palette, adopted in 2000. The Martin Senour palette permits only a single color for all wood trim on your house. The Pratt & Lambert palette permits certain, specified, multi-color combinations for your trim.

You can always repaint your house trim in the existing color(s) without seeking DRB approval. RA has your current house color on file, as does the Cluster Design Standards Committee chairperson.

If you wish to change the color of your house trim, the new color(s) must be selected from the current DRB-approved Pratt & Lambert palette. The Pratt & Lambert color palette and a booklet, “Working With The GCVCA Color Palettes,” that explains, in detail, the rules regarding the use of the color palettes, are available at the Cluster website (www.golfcourseview.org). Click on Handbook and Standards and then click the appropriate link. A printed copy of the booklet, and sample color chips, are available from the Cluster president. The Martin Senour palette is identified in Appendix A of this handbook.

There are no dealers for Pratt & Lambert paints closer to us than Manassas. You will need to take a paint sample or a color chip (available from the Design Standards Committee Chairperson) to any paint store to match the color in your choice of paint.

The Cluster standard for exterior paint also requires that:

- All exterior trim must be painted in flat (not glossy) paint.

Fences (Privacy and Rear Fences)

- No two adjacent townhomes can be painted the same color(s).
- No more than two houses in a row can be painted the same color(s).

Privacy fences are perpendicular to the rear of the house (generally separating neighboring yards). Rear fences are at the back of the house, parallel to the rear of the house. Cluster specifications for privacy and rear fences are below.

If you have a privacy fence and a back fence, both fences must be the same color.

Existing fences can always be repainted/restained with the existing color without DRB approval. Depending on the age of the fence, that color might be Olympic Solid Color Stain “Oxford Brown,” McCormick “French Gray,” or Cuprinol “Winter Brown”-#34.

In general, privacy fences may also be painted to match the primary trim color of the house. **If you have an end unit, a DRB panel hearing will be required to approve painting your privacy fence to match your trim.**

A DRB panel must approve your application to paint a rear fence to match the trim color of your house.

All fencing must match the existing fencing in the Cluster in material, height, and design

Privacy fences must be 6' high solid board fences, constructed of 1" x 6" vertical boards, mounted on 4"x4" posts and with a flat cap board. Privacy fences may be painted Olympic Solid Color Stain “Oxford Brown,” painted to match the trim color of your house (see information above), or left unpainted to weather naturally.

Rear fences may be one of the following designs:

- Designed exactly to match the privacy fence in terms of the fencing material, height, color and design. If the fence has a gate, it must be straight and flush with the top of the fence, not rounded.
- A low fence designed exactly to match the privacy fence in terms of the fencing material, color and design, but 4 feet in height. If the fence has a gate, it must be straight and flush with the top of the fence, not rounded.
- Of picket design, 3 ½ feet high, with a cap board and trim boards on both the inside and outside the fence, and of the same approved color (painted, stained or unpainted) as the

privacy fence.

- Of lattice design, 4 feet high, with 4"x 4" posts, 4"x 4" lower horizontal trim boards, 2"x 8" cap board, lattice of 3/8" lath and lattice openings of 1 1/2" to 2", and of the same approved color as the privacy fence (painted, stained or unpainted.)

The top and bottom of all fences must be horizontal. If the ground slopes, the fence should be stepped. The bottom of the fence may be no more than 12" from grade.

Gas Meter/Vents

If you convert your townhouse to natural gas for heat and/or major appliances, you must choose the location of the gas meter and vent pipes to minimize their visual impact. Whether you make the conversion or a previous owner did, the design specifications include:

- The exterior, pipes and gas meter must be concealed behind the trash enclosure and/or existing or added evergreen plantings.
- Residents of end units should locate the gas meter and pipes on the side of the house rather than the front.
- If it is necessary to screen the meter and pipes/vents from view from the sidewalk, parking area or street, the trash enclosure should be extended (with design detail and color that exactly matches the existing) and/or landscaping should be added.

The gas meter and all vent pipes must be painted to match the bricks to which they are attached.

Gutters and Downspouts

Gutters and downspouts may be of any standard design and must be painted the same color as the fascia board to which they are attached. Gutters made of maintenance free materials may be used so long as they match, as closely as possible, fascia boards that are painted one of the primary trim colors in the cluster paint palettes.

House Siding and Trim

All the original wood exterior components and finishes of your townhome are collectively referred to here as siding and trim. These do not include trash enclosures, fencing, or decks each of which is covered in a separate section of these guidelines.

Replacement siding and trim must exactly match the style, shape, and dimensions of the original wood materials.

The approved standard for siding and trim is that these must be wood. Other replacement materials for siding and trim, such as vinyl or metal, may be used provided that they exactly match the style, shape and dimensions of the original wood materials.

DRB approval is required to change to materials other than

wood.

All siding and trim, regardless of material, must be painted in accordance with the approved color palette.

Landscaping

The landscape guidelines are the same as the Reston Design Covenants specifications. Front lawns are to have either grass or another approved ground cover. Where natural shade prevents light from getting to the front yard, natural colored stone or gravel (not white), mulch or low-light vegetation may be used. Trees cannot block your neighbors' view or encroach on their property. Bushes with long thorns are not permitted in the front yard, unless they are within a fenced-in area.

You are required to obtain the approval of the DRB to remove any live tree whose trunk measures 4" diameter (12 ½ inches in circumference or larger) when measured 4 feet above the ground.

If a deteriorating tree poses an imminent danger to people or property, you may remove it, but you'll need to get RA approval after the fact. You should take a photo of the tree before removing it and include in your application.

You do not need approval from the DRB for the following landscape related items:

- Small landscaping-related elements such as bird feeders, stepping stones, wind chimes, small decorative garden ornaments or removable plant support structures.
- Installing an underground drainpipe, as long as it does not have a substantial effect on the original drainage patterns.
- Replacing areas of grass with planted areas that are mulched with natural colored shredded/chipped wood (not red) or natural colored stone or gravel (not white).
- Installing landscape edging, if it is no higher than 4 inches.
- Constructing enclosed planters no higher than 18 inches that are made of stone or square landscaping timbers.
- Planting flowers, shrubs, and trees.
- Pruning your trees or removing a dead tree. *Note:* current RA rules require you to produce a photo of the dead tree, if they should ask.
- Putting a vegetable garden in your rear or side yard.

Lighting

Each townhome must have one outside front light and may have one or two outside back lights. Outside lights may be either incandescent, LED or halogen but must be properly located and of low wattage.

The two approved light fixtures are the original frosted globe

on a matte black base, and a [any] “carriage lamp” style fixture that is either matte black or polished brass and of the same overall size as the other fixtures found throughout the Cluster. The front and back lights must be of the same general design—i. e., either both globes or both carriage lights, however, the front and back lights do not have to be the exact same model or color.

You don’t need RA approval to install fixtures that meet this standard.

Patios

There are no Cluster standards for patios. The DRB has published patio specifications, and your application will be reviewed by RA staff if your patio design conforms to the following:

The patio must be:

- Located within a fully-enclosed area or at the rear of your townhome.
- On the natural grade with a border no more than one timber (maximum 6" x 6") high.
- Built of natural untinted concrete, slate, flagstone, brick, or wood that is left to weather naturally.

Radon Equipment

You do not need RA approval to install radon abatement equipment if your equipment meets the following standards.

- The radon equipment is located on the rear wall of the house or at the rear corner of the side wall,
- The vertical pipe (4” PVC or standard metal downspout pipe) runs parallel with, and adjacent to a downspout or vertical trim and painted to match the color of the contiguous downspout, vertical trim or siding, and
- The fan is located at ground level with concealing shrubbery or fencing or at the level of the eaves, and painted to match the color of the surface behind it.

Any other configuration requires DRB approval.

Retaining Walls

You may build a retaining wall to keep erosion to a minimum, but its design and location must be approved by the DRB prior to construction. Refer to the RA website’s Covenants & Design Review Guidelines for Cluster Housing, under the section for Landscaping (Plantings and Related Structures) for specifics regarding retaining walls.

RA has published the following guidelines for retaining walls:

- Retaining walls must be located solely on your private property and may not create a drainage pattern that adversely affects your neighbors’ property.

- The wall must be constructed with pressure-treated lumber or similar lumber specifically recommended for such purposes, be anchored so the entire structure will not move upon back-filling and be compatible in design with similar walls in the cluster.
- If the wall will be 18” or higher, only square landscape timbers should be used. Rounded timbers are unstable at greater heights.
- To build a retaining wall that is located on Cluster property, you must receive prior written approval of the Cluster’s Board of Directors before making application to the Covenants Administration.

Roofs **No approval is required to re-roof using the DRB-approved shingles.** The approved shingles are 3-tab asphalt shingles in any of three colors

Certainteed: *Cedar Brown*

Certainteed: *Walnut Brown*

Tamko: *Tile Red*

In addition, Certainteed *Oakwood* has been approved as a substitute for *Walnut Brown*, and Owens Corning *Bark Brown* has been approved as a substitute for *Cedar Brown*, if those shingles are discontinued or unavailable.

Sheds There are no Cluster standards but RA has published the following guidelines:

- Sheds should be put in rear yards.
- If a shed is to be put near an existing building, it should harmonize with the building's architectural details (e.g. color and roofing).
- If the shed is to be built next to a privacy fence, it should be built of the same wood as, and be no taller than, the fence. The roof should slope into your yard.

All sheds must be approved by a DRB panel.

**Sidewalks, Steps,
Porches and Stoops**

Concrete porches, sidewalks, stoops and front steps must be replaced in either concrete or brick.

If concrete is used, it needs to be of the same color and style as that used for the Cluster's common sidewalks.

If brick is used, it must match the brick color of the house.

If the brick wings are removed and replaced with something else, the preferred design is steps and a stoop of brick that matches the house, with black wrought iron railings.

Your application for DRB approval can be approved by staff review when the sidewalk, stoop or steps conforms to these

standards. Other requested changes will require approval by a DRB panel.

Trash Enclosure

All townhomes are required to have a trash enclosure that shields the air conditioner/heat pump and trash containers from view. The Cluster standards for trash enclosures are:

- Replacement trash enclosures must be constructed to match the original design for the Cluster—a solid board fence, high enough to conceal the air conditioner/heat pump and trash containers from ground level view, with a flat cap board on top.
- The trash enclosure fence must either be painted to match the predominant trim color (when the home has more than one color) of the house or left unpainted to weather naturally.

No DRB approval is required if your proposed replacement trash enclosure matches the above standards.

Appendix A: Prior Martin Senour Exterior Paint Palette

All but four of the following paints are from the Williamsburg palette. RA can tell you which color is your current trim color.

Jame Geddy Green (W84-1075)	Purdie House Gray Slate (W83-1090)
Levingston Kitchen Green (W84-1017)	Peyton Randolph Gray (W84-1086)
Benjamin Powell House Green (W84-1077)	George Pitt House Green (W84-1088)
Palmer House Green (W84-1089)	George Pitt House Caramel (W84-1087)
Grissell Hay Lodging House Gold (W83-1060)	Barraud House Green (W83-1062)
Moss Green (M1 4147)	Ludwell Tenement Gold (W83 1078)
Ludwell Tenement Sage (W82 1079)	Brush-Everard Gold (W82 1067)
Grissell Hay Lodging House Green (W81 1061)	Granary Gold (M1 0006)
William Byrd III House Ivory (W82 1073)	Palmer House Kitchen Brown (W85 1085)
William Finnie House Brown (W85 0225)	Bracken Tenement Biscuit (W81 0064)
Robert Carter Tobacco (W84 0230)	Holt's Storehouse Gray (W82 1074)
Nicolson Shop Taupe (W83 1082)	Governor's Palace Tan (W82 1072)
Raleigh Tavern Sorrel (W83 1091)	Nicolson Store Red (W86 1081)
James Moir Shop Fawn (W82 1080)	Palace Arms Red (W 1083)
King's Arms Tavern Gray (W83 1076)	Bracken Tenement Blue Slate (W83 1065)
Colonial Blue (M1 2048)	Skyscraper Gray (M1 0066)

Appendix B: Cluster Tree Maintenance Policies

1. With the exception of storm damage, tree maintenance work is prioritized on the basis of the level of threat the tree or its branches pose. Top priority is given to trees that pose an imminent threat to personal or property safety. Second priority is given to trees or branches that are impeding travel on roads, sidewalks or pathways. Third priority is given to dead or declining trees that, although unsightly, are not in a position to harm people or private property even if the tree or branches from it fall.
2. The Cluster does not prune or remove trees or branches that are simply unaesthetic or drop leaves or fruit on private property. Pruning of overhanging branches is generally limited to removing large dead limbs that might fall onto and damage a roof or a chimney and branches that are actually scraping the roof, the wood trim, or the bricks of a house. In those cases, the pruning is limited to taking off just the offending length of branch.
3. Although storm damage is attended to as quickly as possible, routine tree maintenance work is undertaken only when enough jobs have been identified to create an economy of scale. In general, one major work period is scheduled for late winter, when the Cluster can take advantage of reduced winter rates, another in the late summer. A portion of the available budget is generally left unspent until after the possibility of fall storm damage has passed.
4. Homeowner complaints/concerns are put on a list and included in the next scheduled arborist walk-through during which the arborist assesses the problem, determines the possible solutions and the likely result for the health of the tree, and provides a firm estimate of the cost to correct the problem. The tree work is then prioritized, based on the scale explained above. The work actually undertaken in each work period depends on the available budget. A line is drawn on the prioritized list when the maximum budget for the period is reached. The remaining prioritized list is then held until the next walk-through with the arborist, when trees on the list are reevaluated and new problems are assessed and added to the re-prioritized list.
5. Homeowners who wish to prune trees or shrubs on Cluster common property themselves or at their own expense are required to get prior approval from the Landscape/Tree Committee chairperson.