

ARCHITECTURAL GUIDELINES AND STANDARDS

McLean Crest Homeowners Association, Inc
Version 2

June 14, 2023

Version History

Version Number	Released / Revision Date
Version 1	December 5, 2005
Version 2	June 14, 2023

Related Documents

1. Declaration of Covenants, Conditions and Restrictions and Reservation of Easements
McLean Crest – January 21, 1997
2. By-Laws of McLean Crest Homeowners Association, Inc. – January 21, 1997
3. Articles of Incorporation McLean Crest Homeowners Association, Inc.– January 13, 1997
4. Proffers RZ-94-D-058 – July 17, 1995
5. McLean Crest HOA Policy Resolutions
 - a. 2003-02 Exterior Air Conditioning Compressors
 - b. 2003-03 Attic Exhaust Fans
 - c. 2003-04 Satellite Dish & Exterior Antennae
 - d. 2016-01 Signs on Property
 - e. 2017-01 Due Process in Enforcement Cases

ARCHITECTURAL GUIDELINES AND STANDARDS

McLean Crest Homeowners Association, Inc.

TABLE OF CONTENTS

SECTION I - OBJECTIVES -	1
SECTION II - INTRODUCTION -	2
1. ENFORCEMENT	2
2. SEVERABILITY	2
SECTION III - ARCHITECTURAL REVIEW BOARD CRITERIA -	3
SECTION IV - MODIFICATIONS REQUIRING APPROVAL -	5
SECTION V - FORMAT FOR APPROVAL SUBMISSIONS -	7
1. REVIEW PROCEDURES	7
2. APPEAL OF AN ARB DECISION	8
SECTION VI - ARCHITECTURAL GUIDELINES AND STANDARDS COMPLIANCE PROCEDURES -	9
1. NOTICE AND HEARING PROCEDURES	10
SECTION VII - ARCHITECTURAL GUIDELINES -	11
1. FENCES	12
2. PATIOS, DECKS, AND BALCONIES	13
3. GARAGE DOOR	13
4. STORM / SCREEN DOORS	13
5. SHINGLE ROOFING	13
6. TRELLISES AND PRIVACY SCREENING	13
7. RECREATION AND PLAY EQUIPMENT	13
8. DOG HOUSES	13
9. EXTERIOR DECORATIVE OBJECTS	14
10. EXTERIOR PAINTING/ WOOD STAIN	14
11. FLAGPOLES	14
12. BARBECUE GRILLS	14
13. COMPOST PILES	14
14. EXTERIOR UNIT AIR CONDITIONERS	15
15. CLOTHESLINES	15
16. GUTTERS AND DOWNSPOUTS	15
17. ATTIC VENTILATORS	15
18. TRASH CONTAINERS & LAWN BAGS	15
19. SIGNS	15
20. SOLAR PANELS / COLLECTORS	15
21. ELECTRIC VEHICLES CHARGING STATIONS	16
22. LANDSCAPING AND GARDENS	16
23. TREE PRESERVATION	17
24. EXTERIOR LIGHTING	17
25. WALKWAYS AND LEAD WALKS	17
26. SKYLIGHTS	18
27. SEASONAL AND HOLIDAY DECORATIONS	18
28. PARTY WALLS	18

29. STORAGE IN YARD/PORCHES	18
30. GENERAL CONDUCT.....	18
SECTION VIII - GENERAL MAINTENANCE GUIDELINES -	19
1. EXTERIOR APPEARANCE.....	19
2. MULCHED AREAS.....	19
3. LAWN AND GARDEN FERTILIZATION	19
4. TRASH REMOVAL.....	19
5. EROSION CONTROL	19
6. DAMAGE BY ACTS OF NATURE.....	19
7. PESTICIDES AND HERBICIDES	19
SECTION IX - PET CONTROL GUIDELINES -	21
SECTION X - SATELLITE & ANTENNA GUIDELINES -	22
1. DEFINITIONS	22
2. APPLICATION/NOTIFICATION RULES.....	22
3. INSTALLATION RULES.....	23
4. MAINTENANCE	25
SECTION XI DESIGN SPECIFICATIONS / EXHIBITS	27
- EXHIBIT A - EXTERIOR PROJECT REQUEST FORM.....	28
- EXHIBIT B - EXTERIOR PAINT COLOR SPECIFICATIONS.....	30
- EXHIBIT C - SHINGLE ROOFING SPECIFICATIONS.....	32
- EXHIBIT D - GARAGE DOOR SPECIFICATIONS	33
- EXHIBIT E - EXTERIOR LIGHTING FIXTURE SPECIFICATIONS	34
- EXHIBIT F - SOLAR PANEL SPECIFICATIONS	35

SECTION I

- OBJECTIVES -

The overall objective of this handbook is to outline the various guidelines, standards, and rules and regulations, established by the Architectural Review Board for homeowners in maintaining and enhancing the appearance and character of the McLean Crest community.

These guidelines, standards, rules and regulations address improvements for which homeowners will most often submit applications to the Architectural Review Board (“ARB”). They are not intended to be all-inclusive or exclusive, but rather serve as a guide for the review and approval process for improvements that may be made in the community, and for maintenance of homes and properties.

The specific objectives of this booklet are:

To provide uniform guidelines to be used by the ARB in reviewing **ALL** applications considering the goals set forth in the founding documents of our community.

To assist homeowners in preparing a complete application package / **Exterior Project Request Form** (Exhibit A) for submission to the ARB.

To increase all homeowners’ awareness and understanding of the provisions contained in the Bylaws, Declaration of Covenants, Conditions and Restrictions, and related documents of the McLean Crest Homeowners Association.

To describe the organization and procedures involved with the architectural guidelines and standards established by the Declaration of Covenants, Conditions and Restrictions in order to preserve and enhance the value of the Property and to maintain a harmonious relationship among structures and the natural vegetation and topography.

To illustrate basic design principles, which will aid homeowners in developing exterior improvements that are in harmony with the community.

SECTION II

- INTRODUCTION -

All McLean Crest residents have benefited from the initial planning and design considerations that have been an important part of the development of our community.

The purpose of architectural guidelines and standards is to assure residents that the harmony of external design and location in relation to surrounding structures and topography will continue to be maintained. This, in turn, protects property values and enhances the community's overall environment.

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

The authority for maintaining the harmony of external design in the community is founded in the Declaration of Covenants, Conditions and Restrictions, which are part of the deed to every property. The covenants establish the McLean Crest Homeowners Association, the Board of Directors of that Association, and the ARB.

Shortly after you signed a contract to purchase your home, you should have received a copy of the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements – McLean Crest along with this *Architectural Guidelines and Standards* document and all enacted *Policy Resolution* documents in the Association's disclosure packet. Regardless of whether you received that copy, these covenants "run with the land", and are binding on all homeowners, including all policy resolutions enacted by the Association's Board after your purchase of the property. As a result, each homeowner should take the time to understand these covenants and regulations.

1. ENFORCEMENT

- a. The Association reserves the power to grant a variance from any of the Rules expressed herein but shall endeavor to protect the community from architectural blight to the greatest degree possible and shall strive to ensure that all concerns over safety are satisfied. This reservation of rights shall not be applied to override the Declaration of Covenants, Conditions and Restrictions to the extent they are controlling.
- b. If these rules are violated, the Association reserves all of its legal remedies subject to the Association's then current Due Process procedures, the Association Declaration of Covenants, these Architectural Guidelines and Standards, and Code of Virginia §55.1-1819.

2. SEVERABILITY

If a Court of law rules any provision herein to be invalid, the remainder of these rules shall remain in full force and effect.

SECTION III

- ARCHITECTURAL REVIEW BOARD CRITERIA -

An ARB is established pursuant to Article VI of the Association's Declaration and its duties and responsibilities include review and evaluation of all applications based on the individual merits of each exterior addition, change or alteration as described in the application. The characteristics of the house type and the individual site, as well as the relation to surrounding structures and topography, are considered when evaluating the proposed exterior addition, change, or alteration. While the ARB always emphasizes consistency in the application of its principles, it also reserves the power to account for differences in certain situations. This may lead to a decision to approve one modification of an exterior in one instance, but not for another.

The following criteria represent in more specific terms the general principles that will be used in reviewing and evaluating such applications for exterior modifications.

Validity of Concept

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

Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location and Impact on Neighbors

The proposed modification must relate favorably to the landscape, the existing structures, and the neighborhood.

Prior to submitting a homeowner architectural modification form, the applicant must discuss the proposal in detail with the adjoining owners and obtain their signatures for the purpose of signifying notice of the owner's proposed architectural modifications. If it is not possible for the applicant to obtain signatures of the adjoining owners, the applicant must note this information on the application.

Scale

The size of the proposed modification must relate well to adjacent structures and its surroundings.

Color

The color of the modification must blend well with the color of the existing house and comply with the Pre-Approved Color Schemes (Exhibit B).

Materials

The materials for the modification should maintain continuity of appearance. Applicants must propose the use of the same or compatible materials as were used in the original house design and construction.

Workmanship

The ARB reserves the power to inquire about workmanship in relation to applications for exterior additions and alterations. The final appearance and quality of work must be equal to or better than that of the original component of the home. Poor construction or finishing practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship or substandard construction practices can also create safety hazards.

Timing

Projects must be commenced within 2 months of the date of the ARB's written approval and completed within 3 months of their start date, or any other date set by the ARB. The ARB reserves the power to declare an uncompleted project a nuisance and safety hazard for neighbors and the community.

SECTION IV

- MODIFICATIONS REQUIRING APPROVAL -

All exterior additions, changes, or alterations, permanent or temporary, to any building, fence, wall, or other structure erected or maintained upon the Property (including changes in color or style) by any homeowner require the written approval of the ARB. Further, once a plan is approved, it must be followed, or a revised application must be resubmitted and approved by the ARB. See Exhibit A – Exterior Project Request Form contained within.

As stated in Article VI, Section 7 of the Association’s Declaration:

Plans to Architectural Review Board

- (a) No building, fence, wall or other structure or addition to a structure shall be erected, placed, moved on to, altered, or externally, nor shall any existing structure be removed, modified or altered in any way which materially changes its exterior appearance or structural integrity until the plans and specifications (including, but not limited to, elevation, material, color and texture, and a site plan showing the location of improvements, with grading modifications) shall be filed with and approved in writing by the Architectural Review Board. The building material that is used in all such exterior additions or alterations to a structure must be comparable, if not identical, to the materials used in the original structure.

Applicants must submit plans and specifications with their application, which contain the following information:

- (a) A site plan showing the location of all proposed and existing buildings, fences, walls, or other structures on the Lot.
- (b) Exterior elevations for the proposed building, fence, wall, structure, addition, change, or alteration therein.
- (c) Specifications of materials, color scheme and other details affecting the exterior appearance of the proposed modification.
- (d) Description of the plans or provisions for any changes in landscaping or grading.

Each application is reviewed on an individual basis. There are no “automatic” approvals, unless provided for specifically in these guidelines or by separate Rule or Resolution. For example, a homeowner who wishes to construct a fence identical to one already approved by the ARB is still required to submit an application.

Owners are not required to submit a new application for existing exterior alterations or improvements approved by the Association in writing prior to the adoption of these Guidelines that are consistent with these Guidelines; however, Owners are required to submit an application for approval for all exterior alterations or improvements made subsequent to the adoption of these Guidelines, that are not consistent with these Guidelines, despite any prior written approvals issued by the Association. For example, if an

owner received written prior approval to paint their home a color that is not permitted under these guidelines, that owner will be required to submit an application to the Association before they can repaint their home a non-conforming color.

SECTION V

- FORMAT FOR APPROVAL SUBMISSIONS -

Use the Exhibit A - *Exterior Project Request Form* when preparing a request and applying for approval. The following items should be a part of every application:

1. Review Procedures

All applications are to be submitted via the email or USPS addresses specified in the Exhibit A Form. Upon receipt, the community management company will log the request onto the McLean Crest Architectural Modifications website for further review by the ARB Chairperson and Committee who oversee and coordinate the review of all applications. The ARB will solicit comments when necessary from other homeowners in support or opposition during a period of two (2) weeks after posting on the website. If complete, the application will be approved, conditionally approved, or disapproved, by the ARB within thirty (30) days or less and notice of the approval shall be given in writing to the applicant and to any other homeowners who submitted written or oral comments. No work shall commence until three (3) weeks after the homeowner has received written approval, or, if another homeowner appeals the grant of the application, until the appeal is decided.

If the application is incomplete, it will be returned to the homeowner immediately, with a request for the missing information. The homeowner may then revise the application as required and resubmit the application for consideration. If the application is complete, the homeowner will be so notified, and the review process will begin.

The ARB must review each application, approve, conditionally approve, or disapprove the application, and notify the homeowner within thirty (30) days of submission. The homeowner making the application and any other interested homeowner may request an opportunity to appear in person before the ARB during the meeting at which the application is being considered, in order to present the application and answer any questions the ARB may have about the proposed alteration, or to present oral comments about the application. The homeowner, and all persons who submitted written or oral comments, will be notified of the decision of the ARB in writing as expeditiously as possible. Written notifications will be delivered by mail to the addresses of the applicant and persons who submitted such comments.

Consistent with Article VI, Section 5 of the Declaration of Covenants, Conditions and Restrictions, in the event that the ARB fails to approve, modify or disapprove a correctly filed application within thirty (30) days of a properly submitted application, approval shall be deemed granted, except for those applications for additions or alterations that are prohibited under these Architectural Standards and Guidelines, in which case no disapproval is necessary to uphold the prohibited additions or alterations.

Further, in the event that the ARB requests that the Owner supplement or amend their application, the thirty (30) day period of review will automatically be extended for as long as is reasonably required by the ARB. In addition, if the ARB requests that the Owner supplements or amends

their application and Owner fails to provide the requested documents or amendments to the ARB within thirty (30) days of receipt of the ARB's written request, the Owner's application will be declared void, and subsequent documents submitted to the ARB will require the completion of a new application.

If construction is initiated prior to the receipt of written approval, the Owner bears all risks and liabilities if the application is not approved by the ARB.

2. Appeal of an ARB Decision

An appeal of the ARB decision may be made to the McLean Crest Homeowners Association Board of Directors as follows. Persons entitled to appeal are: (1) the homeowner who submitted the application; and (2) any other interested homeowner who timely submitted comments to the ARB in writing, or orally during the ARB meeting at which the application was being considered. No other person shall be entitled to appeal an ARB decision.

To initiate the appeals procedure: (1) the homeowner that submitted the application must submit a written appeal within twenty (20) days of receiving formal written notification from the ARB to approve conditionally or disapprove the proposed change; and (2) any other homeowner with rights to appeal must submit the appeal within fourteen (14) days of receiving written notice of the grant of the application. Compliance with these deadlines is mandatory and shall not be waived.

On appeal, the Board of Directors may take any action permitted under the Declaration of Covenants, Conditions and Restrictions or otherwise in accordance with applicable law, concerning: (1) the procedures followed by the ARB with respect to the application and comments; and (2) the merits of the decision of the ARB. The Board of Directors may, in its discretion, provide appellant(s) with an opportunity to be heard orally, provided that notice of any such hearing shall be publicly posted on the internet website and given in writing to appellant(s) no later than seven (7) days before the hearing.

SECTION VI

- ARCHITECTURAL GUIDELINES AND STANDARDS COMPLIANCE PROCEDURES –

The following procedures will be taken by the Board of Directors to enforce compliance with the rules and regulations as set forth in these guidelines:

- All Owners and Residents of the McLean Crest Community, and their guests and invitees shall comply with all of the provisions of the Bylaws, Declaration of Covenants, Conditions and Restrictions, and all Rules and Regulations adopted by the Board of Directors, including these Architectural Guidelines and Standards. Pursuant to Article VIII, Section 1 “Powers and Duties of the Association”, Article XI, Section 2 “General Provisions”, Article V, Section 19 “Restrictive Covenants”, and Article VI, Section 5 “Architectural Review Board” of the Declaration of Covenants, Conditions and Restrictions, the Board of Directors is authorized to initiate such action as may be necessary to ensure that all Owners and Residents and their guests and invitees comply with the McLean Crest Homeowners Association’s Bylaws, Declaration of Covenants, Conditions and Restrictions, and all Rules and Regulations adopted by the Board of Directors.
- In any instance where the violation presents a health or safety hazard, the Board of Directors may take immediate action to correct the violation at the Owner’s expense. Notification to the Owner of the action taken and the costs incurred will be made by certified mail, return receipt requested and first-class mail.
- In the event the Owner does not bring the violation into compliance, the Association may proceed with enforcement procedures as provided by the Declaration of Covenants, Conditions and Restrictions, including any enforcement resolutions approved by the Board of Directors, and the Virginia Property Owner’s Association Act, or any amendments thereof.

The Board of Directors reserves the power to hold Owners legally responsible for ensuring that the members of their household, and their tenants, guests or invitees comply with the Association’s Covenants and Regulations.

The procedures outlined in these Architectural Guidelines and Standards may be applied to all violations of the Association’s Regulations, but do not preclude the Association from exercising other enforcement procedures and remedies authorized by the Association’s legal documents, including, but not limited to, the initiation of suit or self-help remedies. The Board of Directors reserves the power to assign all of its powers and responsibilities herein to a standing or special committee of its choice, such as the ARB, or to its manager or managing agent.

Please note that failure of the ARB or Board of Directors to enforce any provision, covenant, restriction, or rule and regulation shall in no event be deemed a waiver of the right to do so thereafter.

1. Notice and Hearing Procedures

The Board of Directors and/or the Association's management may issue a Notice of an Opportunity to Cure the Violation ("Notice to Cure") to any Owner whose behavior or use of property or that of tenants, guests or invitees fails to conform to the Association's covenants and regulations and in accordance with the procedures of the then current McLean Crest "*Due Process*" Policy Resolution. Notices will be sent in writing and delivered via first class mail, to the Lot Owner at the Lot Owner's address on file with the Association's records. A copy may be sent to the Lot Owner's tenant at the Lot Address, if applicable. Reference the then current "*Due Process*" Policy Resolution for more detailed Notification procedures.

The Notice to Cure shall advise the Owner of the nature of the violation, cite the specific provision within the Association's regulations that has allegedly been violated, specify the remedy required. The Owner shall have an opportunity to remedy the violation within ten (10) days from the Notice to Cure. Refer to the then current Due Process Policy Resolution Section III *Notice to Owner* for additional details and next steps if a violation is not remedied within the ten (10) days.

For Architectural Violations only, the Owner may respond with a corrective action plan within the ten (10) days for review and consideration by the ARB and the Board of Directors reserves the power to issue a second Notice of Cure following the basic form of the first notice immediately on the initial ten (10) days period has lapsed. A second Notice of Cure is also time limited to a ten (10) days period to remedy the violation. If the violation is now not remedied within ten (10) days from the second Notice of Cure, the Board shall mail a Notice of an Opportunity to be Heard to the Owner. Refer to the then current Due Process Policy Resolution Section III *Notice to Owner* for additional details and next steps if a violation is not remedied within the ten (10) days.

Pursuant to the Association's Due Process Policy Resolution, if the violation is not remedied within ten (10) days from the Notice to Cure, the Board of Directors will the issue a Notice of an Opportunity to be Heard to the Owner at the address of record via Certified Mail, Return Receipt Requested at least fourteen (14) days prior to the date of the hearing. The Notice of an Opportunity to be Heard will advise the Owner that he or she has the right to be represented by counsel at the hearing. After the hearing, the Board will tender its decision in writing in the form of a Hearing Results Letter within seven (7) days from the date of the hearing. The Hearing Results Letter will be sent to the subject Owner by Certified Mail, Return Receipt Requested to the Owner's address of record. If the Owner fails to appear at the hearing, the Board is free to exercise any remedies it has according to its Declaration and Bylaws.

SECTION VII - ARCHITECTURAL GUIDELINES -

The guidelines that follow address a broad range of exterior alterations for which homeowners frequently submit applications to the McLean Crest ARB. As it is impossible to address each specific design condition, these guidelines present the principal factors that should be considered when developing a design. More specifically, these guidelines define the limits to size, quality of construction, location, materials and color based on the intended use and relationship to adjoining properties rather than focusing on a particular construction detail or a specific design alternative. As stated earlier, all projects are to be commenced within two (2) months of the date of the ARB's written approval and **completed, expeditiously and within three (3) months of their start date, unless a longer period of time is specifically stated in the approved application.**

The individual merits of each application will always be considered by the ARB. The use of these guidelines should assist the homeowner in gaining timely ARB approval. The applicant who follows the guidelines should expect approval or a detailed rationale as to why the application was not approved.

Major alterations are considered to be those that alter the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to construction of porches, greenhouses, sheds, rooms, decks, fireplaces, chimneys, or other additions to a home, etc.

More specifically, the design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses. Pitched roofs must match the slope of the roof on the applicant's house. New windows and doors should match the type used in the initial construction of the applicant's house and should be located in a manner that will relate well to the location of the existing exterior openings in the house.

If changes in grade or their conditions that may affect drainage are anticipated, they must be identified on the application. Drainage swales, which have been constructed to facilitate water drainage, should not be altered by structures or plantings. Approval will be denied if drainage swales are modified or if adjoining properties are adversely affected by changes in grading and/or drainage.

Construction materials must be stored so that the impact on neighboring properties is minimized. Excess materials should be immediately removed after completion of construction.

Amendments to the Architectural Guidelines and Standards

The ARB and the McLean Crest Homeowners Association Board of Directors may conduct annual evaluations to determine if amendments to these guidelines are warranted. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines. Any proposed amendments must be approved by the Board of Directors in accordance with the provisions of the Bylaws of the McLean Crest Homeowners Association and shall be binding upon all owners and occupants of Lots.

Special Note...County Approvals

Many items require Fairfax County review and permits. It is the homeowner's responsibility to obtain all County approvals and permits as may be required by Fairfax County. Fairfax County authorities should be contacted prior to beginning any work in order to verify the procedures that must be followed and obtain required county permits. COUNTY APPROVAL DOES NOT PRECLUDE THE NEED FOR BOARD OF DIRECTORS APPROVAL AND VICE VERSA. A copy of any required County Permit should be made available to the McLean Crest ARB prior to the start of any work.

"Miss Utility" (1-800-552-7001) should be contacted prior to any digging for construction of decks, fences, landscaping projects, gardens, etc.

1. FENCES

Properties with rear or side yard patios are required to have a wood privacy fence enclosing such patios. Applications for the construction or removal of fences must be submitted prior to commencing any fence alterations to the ARB for approval, conditional approval, or disapproval on a case-by-case basis. Location, style, height, materials, and color will be considered. No chain link or stockade fences will be permitted. Fences are to be compatible with the applicant's house and the prevailing materials of adjacent houses in the community to maintain architectural harmony. The following restrictions apply:

- (a) No fence may extend forward from the front plane of the house. The front plane of a house is defined as: A line drawn from the frontmost corner of the longest wall on the side of a house, excluding easements, chimneys, or any attached or detached appurtenant structure, at a right angle (90 degree angle) from that frontmost corner to the property line nearest the wall.
- (b) All fences shall be six feet (6') in height from the ground surface.
- (c) All fences constructed on the property shall be board on board or shadowbox.
- (d) If sealed, all fences shall maintain their original wood color, be stained to a natural wood color or painted a compatible color with the design of the house. Only wood fences are permitted.
- (d) Landscaped sectional fencing or any permanent landscape material (i.e., stone, brick) must be consistent with common area stone and fencing and must be approved by the ARB.

Fence Locations

Fencing may not be installed forward of the front plane of the house. Front yard fencing is not permitted. Some fence locations may have been predetermined by the Developer based upon final lot sites in relationship to other homes, streets, etc. In certain instances, fence locations may require adjustments in order to preserve various existing natural conservation and buffer areas and declared easements.

Fence Installation

Fencing on ground shall be installed in such a way that the bottom line of the fence will follow the slope of the ground. The bottom fence line shall be installed to allow drainage and prevent bottom board deterioration.

2. PATIOS, DECKS, AND BALCONIES

Patios

Most McLean Crest homes have rear grade-level patios. If changes in grade or their conditions that may affect drainage are anticipated, they must be identified on any application for change. Drainage swales that have been constructed to facilitate water drainage should not be altered by structures or plantings. Approval will be denied if drainage swales are modified or if adjoining properties are adversely affected by changes in grading and/or drainage.

Decks

Decks are prohibited in McLean Crest.

Balconies

No balconies beyond the original home design and model are permitted.

3. GARAGE DOOR

Garage Doors shall be maintained and kept in good operating condition. Doors should be closed when not attended or in use. Garage Doors shall comply with Exhibit C ***Garage Door Specifications***. Garage doors shall be solid with **no glass panels** and **no venting**. Garage door exterior locking or lifting handles are optional. Exterior mounted garage door frame mounted electronic opener controls are permitted.

4. STORM / SCREEN DOORS

Storm / screen doors are not permitted.

5. SHINGLE ROOFING

Roofs shall be maintained and kept in good operating condition. Shingle roofs should be periodically cleaned if staining or discoloration is observed. Roofs materials, style and color shall comply with Exhibit D ***Shingle Roof Specifications***. Only asphalt shingle roofing is permitted.

6. TRELLISES AND PRIVACY SCREENING

Applications for trellises and/or privacy screens must be submitted prior to construction to the ARB, for approval, conditional approval, or disapproval, on a case-by-case basis. Trellises and privacy screens should be incorporated into the overall design of the deck or Lot landscaping.

7. RECREATION AND PLAY EQUIPMENT

Play or recreation equipment which either constitutes a structure or is appurtenant to an existing structure requires approval. Such equipment must be placed in homeowner's rear patio and shall not be visible above patio fencing. Certain outdoor table or stand umbrella coverings may be considered upon review and written ARB approval of a submitted application. Portable play equipment and street use is permitted. Basketball hoops/play are not permitted. All portable play equipment must be stored either in the homeowner's garage or rear patio when not in use.

8. DOG HOUSES

Dog houses are not permitted.

9. **EXTERIOR DECORATIVE OBJECTS**

Exterior decorative objects should be aesthetically appealing. A signed acknowledgement from the adjoining property owners, signifying notice of the proposed alteration is required. However, if any McLean Crest Homeowner in good standing takes issue with the decorative object can appeal to the ARB to have the decorative object removed. If in doubt, get prior approval from the ARB before installation.

10. **EXTERIOR PAINTING/ WOOD STAIN**

Color changes apply to the house siding, doors, shutters, trim, roofing and other visible appurtenant structures. No homeowners shall paint, stain, varnish, apply siding or otherwise cover the exterior of a building that changes the original colors or design of the building without submitting an application to ARB and obtaining the ARB's written approval. Owners **are required** to submit applications for routine maintenance to repaint or stain a specific object to match the original color of the object, unless the paint color or stain color matches the approved paint colors outlined in Exhibit B *Exterior Paint Color Specifications*.

11. **FLAGPOLES**

Homeowners wishing to install temporary flagpoles/staffs that do not exceed six feet (6') in length and are attached at an incline to the front wall or pillar of the house need not submit an application.

12. **BARBECUE GRILLS**

An application for the installation of a permanent barbecue grill must be submitted to the ARB for approval, conditional approval, or disapproval, prior to installation. Permanent barbecue grills must be located in the rear yard of the Lot and as far as practical from adjacent Lot lines. Specific fire code information for barbecue grills is available from the Fairfax County Fire Marshal's office. Portable barbecue grills are restricted to the rear yard of the Lot. A complete application for the installation of a permanent grill requires the following information:

- A site plan showing the relation of the barbecue grill to the house and adjacent lots.
- A picture and/or detailed drawing of the barbecue grill with dimensions.
- The color and style of the house.
- A description of the materials being used to construct the barbecue grill. If brick is being used to construct the barbecue grill at a home that already contains brick, the color must be similar.
- Any required County approval or County Fire Marshall inspection certificates.

13. **COMPOST PILES**

Compost piles are not permitted.

14. EXTERIOR UNIT AIR CONDITIONERS

Air conditioning units installed in windows are prohibited. Existing exterior ground units, or upper level air conditioner compressors, may not be added or relocated.

15. CLOTHESLINES

Clotheslines are prohibited.

16. GUTTERS AND DOWNSPOUTS

Gutters and downspouts must match existing gutters and downspouts in both color and design and must not adversely affect drainage on adjacent properties.

17. ATTIC VENTILATORS

Attic ventilators or other mechanical devices requiring penetration of the roof should be as small in size as functionally possible and should match the roof or the finish of similar devices originally installed by the Builder. They should be located on the rear slope of the roof and the vent should not be visible from the front of the home. The homeowner must obtain all required Federal, State, and County permits prior to installation. Policy Resolution number 2003-03 provides more specific guidance.

18. TRASH CONTAINERS & LAWN BAGS

The McLean Crest Homeowners Association's trash contractor is responsible for trash and recycling pick up. Trash shall be collected and stored in trash receptacles only and sturdy plastic bags. Trash and garbage receptacles shall not be permitted to remain in public view except on days of trash collection. No accumulation or storage of litter, new or used building materials, or trash of any kind shall be permitted on the exterior of any Lot.

19. SIGNS

One (1) real estate sales sign will be permitted per Lot. Such signs shall not exceed a size of four (4) square feet and shall be removed from the property immediately upon sale. In addition, one security sign stating that a home is protected by a security company, such as ADT, are permitted per Lot; however, any such sign must not exceed a size of two (2) square feet.

Government Elected Officials Election yard signs only (one per Lot) shall be permitted no more than 30 days before a Government scheduled election date and shall be removed within two days after such election. Any such election sign must not exceed a size of two (2) square feet. No other political or political statement yard signs are permitted.

20. SOLAR PANELS / COLLECTORS

Solar panels / collectors are permitted in accordance with McLean Crest Covenants, Section 14 and shall be constructed on the roof of any Structure on a Lot only if either (i) such solar panels / collectors are not readily visible from the private or public-streets and thoroughfares; or (ii) such solar panels / collectors are architecturally designed for and compatible with the house design. Homeowners must submit an application to the ARB and receive written approval from the ARB before contracting for or installation of any solar panels / collectors. The ARB will review solar panel applications subject to Code of Virginia §55.1-1820.1. The ARB will provide review and

guidance along with decisions for all solar panel projects. See Exhibit F *Solar Panel Specifications* for additional details.

21. ELECTRIC VEHICLES CHARGING STATIONS

In accordance with Code of Virginia §55.1-1823, electric vehicle charging stations can be accommodated. Compliance must be in accordance with any related McLean Crest Policy Resolutions and an ARB Exterior Project Request “Exhibit A” must be submitted and approved by the ARB and the BOD.

22. LANDSCAPING AND GARDENS

No landscaping, gardens or tree planting are permitted on the community owned common properties which are maintained by contracted landscaping firms.

Property ownership includes the responsibility to maintain and replace the landscaping along the front foundation with flowers, shrubs, trees, and ground covers. It is also the responsibility of the homeowner to ensure that his/her Lot is mowed if applicable and all gardens must be neatly maintained throughout the various seasons (this includes removal of all unused stakes, trellises, and dead growth, as well as collection of trash, replacement of mulch, etc.). Homeowner Lots which have a proffered tree requirement, shall maintain and trim that tree and are responsible for its replacement when necessary with the equivalent proffered species, size and maturity. All areas of the lot must be maintained including areas that are visible from adjacent roads and lots, even if these areas are not readily visible to the homeowner.

Homeowners should be aware of the locations of underground utilities such as gas lines, electric lines, water lines, cable TV lines, storm and sewer drains, etc. “Miss Utility” (1-800-552-7001) should be contacted prior to undertaking any major landscaping projects or digging.

Applications, when required, should include a description of the types and sizes of plant material to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

An application is NOT REQUIRED for foundation plantings which meets the following conditions:

- a. Landscaping within four feet (4’) of the front foundation.
- b. Landscaping located in the rear of the house.
- c. Garden Mulch: Dark colored Bark material that matches the existing mulch in the community

An application is REQUIRED for all landscaping not listed above including, but not limited to the following:

- (a) **Hedges** more than four feet (4’) in height or eight feet (8’) in length, or other features which in effect become structures, fences, or screens and part of other applications where required.

- (b) **Railroad ties, garden timbers, brick, stone, or any similar assemblage of materials** and the like that form a wall over eight inches (8”) high and/or eight feet (8’) long, or have the effect of changing the grading and/or drainage such that there may be an adverse impact on adjacent property, requires submission prior to construction of an application to the ARB for approval, conditional approval, or disapproval, on a case-by-case basis. The application must include a site plan with the location of existing and proposed walls or similar items drawn in, and information on landscaping plans and any grading changes and affects on drainage.
- (c) **Container Vegetable gardens** are allowed provided they remain on the homeowner's rear patio. Homeowners may be required to provide landscaping to minimize any impact to adjacent homeowners. Gardens should not be visible to other homeowners or from the street. Gardens should not adversely impact or damage neighboring properties in terms of weed growth, unsightliness, adverse drainage, etc. All dead plants and other supporting garden-related items (such as cages, stakes, etc.) must be promptly removed when the garden ceases to be productive for the season. An application must be submitted for gardens, which do not meet the above requirements.
- (d) **Tree Replacements** shall be equivalent to the proffered species and shall be of a reasonable size and maturity.

23. **TREE PRESERVATION**

The preservation of existing trees is strongly encouraged. Dead trees or trees that by force of nature (storm, lightning, wind, etc.) have been damaged, uprooted, severely bowed or downed must be removed expeditiously by the Lot Owner. Any major clearing of trees needs to be approved by the ARB. Clearing of brush or understory vegetation with trunks up to six inches (6”) in diameter does not require approval. In addition, existing trees must be maintained by Owner in such a manner that they do not interfere or intrude upon adjacent property, unless Owner has written permission from adjacent owner consenting to the intrusion or interference with his/her property.

24. **EXTERIOR LIGHTING**

Lighting installations shall employ lamps with wattage not exceeding one hundred (100) watts. Lamps shall be directed or shielded to avoid the creation of a glare or nuisance to neighbors on adjoining properties or streets. Exterior lighting fixtures should closely match the size, color and styles of the original installed fixtures. See Exhibit E ***Exterior Lighting Fixture Specifications*** for additional details.

25. **WALKWAYS AND LEAD WALKS**

Plans for any new installation or relocation of walkways must be submitted prior to construction to the ARB for approval, conditional approval, or disapproval. Applications for such modifications should include the location and specifications regarding material to be used. Varying colors and patterns will be permitted and should be coordinated with house color and treatments. Suggested materials include concrete, brick, flagstone, etc. Repair or replacement of existing walkways with like materials does not require prior approval by the ARB.

26. SKYLIGHTS

All skylight plans, prior to installation, must be submitted to the ARB for approval, conditional approval, or disapproval. Trim and materials should match and/or compliment house features.

27. SEASONAL AND HOLIDAY DECORATIONS

Seasonal and Holiday decorations must be removed within 30 days following the holiday.

28. PARTY WALLS

Each wall that was built as part of the original construction of the lots within the Association, which is placed upon the dividing line between lots is a party wall and the cost of reasonable repair and maintenance of a party wall shall be shared by the Owners who make use of the wall in equal shares. Nothing shall be done by any Owner that impairs the structural integrity of any party wall or that diminishes the fire protection or soundproofing of any party wall.

29. STORAGE IN YARD/PORCHES

No storage shall be allowed outside the fenced rear patio. If the patio is not totally fenced in the rear, then the storage cannot extend past the back yard privacy fence originally installed by the builder. The front porch shall not be used for storage. Only potted plants, appropriate outdoor furniture, or decorative items deemed appropriate shall be stored on the front porch. Bicycles, toys, and garden materials/tools should be stored in the rear patio, as discussed above.

30. GENERAL CONDUCT

No noxious or offensive activity shall be carried on upon the Property, nor shall anything be done or placed thereon which may become an annoyance or nuisance to the neighborhood.

SECTION VIII

- GENERAL MAINTENANCE GUIDELINES -

Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, the safety of the community.

1. EXTERIOR APPEARANCE

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as fences, driveways, landings, and walkways.

Trash containers, bicycles, toys, strollers and play equipment, should not be left in driveways or on sidewalks when not in use.

2. MULCHED AREAS

Mulched areas such as tree and shrub bases, and plant beds must be kept weed-free and be re-mulched **with a similar texture and color as the rest of the community**, as necessary. No tree, hedge or shrub shall be maintained in such a manner as to obstruct sight lines for vehicular traffic.

3. LAWN AND GARDEN FERTILIZATION

All soil should be tested before fertilizer is added especially in areas where drainage will flow into ponds. Special care should be taken not to over-fertilize lawns and gardens where there is a chance of runoff. In areas adjacent to creeks, fertilize in a manner to avoid runoff.

4. TRASH REMOVAL

Each resident is responsible for picking up litter on his/her property and preventing windblown debris from occurring.

Organic debris such as leaves, grass clippings and branches are not to be left on the front or rear lawn areas of a Lot or dumped on unoccupied lots.

5. EROSION CONTROL

Each resident is responsible for seeing that their Lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems or flooding.

6. DAMAGE BY ACTS OF NATURE

In the event of fire, windstorm or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months.

7. PESTICIDES AND HERBICIDES

Pesticides and herbicides should only be applied according to label instruction for the specified problem. The use of organic/biodegradable materials is encouraged in order to ensure the least harm to the natural environment and water sources. Care in application is extremely important.

Avoid the use of pesticides and herbicides if possible, but when necessary, use them with caution and follow instructions.

SECTION IX

- PET CONTROL GUIDELINES -

As stated in Article VI, Section 6(b) of the Declaration of Covenants, Conditions and Restrictions: *No cow, chicken, pig, hog, sheep, goat or other domestic or wild animal shall be kept or maintained on any Lot or on any portion of the Property. Common household pets, such as dogs and cats, may be kept or maintained, provided that they are not kept, bred, or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding Lots or the neighborhood and are in compliance with applicable Fairfax County ordinances.*

Specific rules and regulations governing pets have been adopted:

1. Owners and all other persons who are owners and/or custodians of pets shall not allow such pets to run at large in the McLean Crest community. A dog or cat shall be deemed to run at large while roaming, running or self-hunting on the private property of others, or when not restrained by a dependable leash and controlled by a responsible person as defined by the Fairfax County Code.
2. All pets must have appropriate vaccinations, licenses and tags, as required by Fairfax County Code.
3. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited outside of an owner's property. Cat litter should be disposed of in a tightly sealed plastic bag and placed at curbside in appropriate trash receptacles on normal trash collections days.
4. Residents or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the community. Actions that may constitute a nuisance include, but are not limited to barking, crying, scratching or being hygienically offensive.
5. Pet owners shall be liable for any and all costs for repairing damage caused by their pet(s).
6. Residents are encouraged to discuss any violations of the above items directly with the pet owner. Should such a discussion not resolve the matter satisfactorily, violations of the above items may be reported to Fairfax County Animal Control (703) 691-2131 or in writing, to the McLean Crest Homeowners Association's Board of Directors with specific information as to name and address of violator, time and date, and description of pet.

SECTION X

- SATELLITE & ANTENNA GUIDELINES -

The following restrictions, regulations and guidelines for the installation of digital broadcast (satellite) and other antenna comply with the orders of the Federal Communications Commission (FCC) Over-the-Air Reception Devices Rule (OTARD) - 47 CFR § 1.4000 (October 1996).

1. **DEFINITIONS**

- (a) **Antenna**: any device used for the receipt of video programming services, including direct broadcast satellite dish (DBS), television broadcast antennas, and multipoint distribution service antennas (MDS). (Masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.)
- (b) **Mast**: structure to which an antenna is attached that raises the height of the antenna.
- (c) **Transmission-only antenna**: any antenna used solely to **transmit** radio, television, cellular, or other signals.
- (d) **Owner**: any party who owns a Lot in fee simple within the McLean Crest community but does not mean any party having an interest in a Lot solely by virtue of a contract or as a security for an obligation.
- (e) **Telecommunications signals**: signals **received** by DBS satellite dishes or television broadcast and MDS antennas.

2. **APPLICATION/NOTIFICATION RULES**

- (a) Owners have two options: they may submit an application to the ARB for approval of their proposed antenna or they may file a Notice of Installation of an Antenna. If an Owner submits an application to the ARB, he or she must submit the application prior to installation.
- (b) If an Owner submits an application to the ARB for approval of the antenna, the ARB will review the application on an expedited basis. If the application meets all required criteria stated in this rule, the ARB will rule on the application within seven (7) days of receipt of the application and issue a written notice of the ruling to the Owner. If the application does not meet all the required criteria, the ARB will not take more than thirty (30) days from receipt of the application to issue a ruling on the application. If no ruling is issued within thirty (30) days, the application shall be deemed approved by waiver.
- (c) If an Owner submits a Notice of Installation of an Antenna to the ARB, the Owner must submit the Notice within three (3) days of the installation at a minimum. In such a case, the Owner bears all risk that the ARB will not approve the antenna because of a lack of compliance with the Rules stated herein. The Association reserves all powers to inspect

the antenna after installation to determine if the antenna complies with the Rules. If not, the Association reserves all powers to compel the Owner to comply with the Rules, regardless of whether the Owner has already installed the antenna.

- (d) Owners must file their applications/notices to the ARB in writing at:

McLean Crest Homeowners Association or EMAIL to:
Attention: ARB ARC.DCMetro@fsresidential.com
c/o FirstService Residential
11351 Random Hills Road, Suite 500
Fairfax VA 22030

3. **INSTALLATION RULES**

(a) **Antenna Size and Type**

1. Owners (or anyone acting with the Owner's written permission) may install a DBS dish that is one meter (39 inches) or less in diameter. Satellite dishes, which are larger than one meter in diameter, are strictly prohibited.
2. Owners (or anyone acting with the Owner's written permission) may install a MDS antenna that is one meter or less in diameter. MDS antennas, which are larger than one meter in diameter, are prohibited.
3. Pursuant to the FCC rule, Owners (or anyone acting with the Owner's written permission) may install a TV antenna designed to receive broadcast stations.
4. Owners may not install any type of antenna, which **transmits** a signal of any sort or disrupts the reception of the radios and televisions of neighbors. Such antennas are prohibited.
5. Any type of antenna not specifically protected by the FCC rule is prohibited.
6. Owners (or anyone acting with the Owner's written permission) may install no more than one antenna for each type of service.

(b) **Location**

1. The Association has designated certain locations as preferred locations for the installation of an antenna or satellite dish. Owners must install their antenna in one of the following designated locations*:
 - i. inside a window within the home; or
 - ii. at ground level in the rear patio of any home screened or decorated with natural landscaping; or

- iii. (if installed with a mast) entirely within and below the height of any approved privacy fencing which fully encloses the rear yard of any house; or
- iv. on the **rear** roof of the house with its highest point below the peak of the roofline.

* If an Owner cannot receive an adequate signal reception from any of the designated locations, he or she may apply for an alternative location, provided he or she submits (i) a written certification that installation of the antenna in the approved locations would not afford sufficient signal strength for adequate reception and (ii) a precise statement describing the alternative location where sufficient signal strength is adequate for reception. The Owner must submit such written certification within three (3) days after the satellite dish is installed.

- 2. Owners shall not install an antenna in such a way that it encroaches upon any common area, or any other Owner's individual lot, including the air space.
- 3. Owners must locate their antenna in a place and manner that shields it from view from the nearest street(s) and from other lots in the community to the maximum extent possible.
- 4. Owners are prohibited from installing antennas on the common areas of the Association.

(c) Installation

- 1. Antennas shall not be larger or installed higher at the point of installation than is necessary for reception of an acceptable quality signal.
- 2. Antennas must be properly secured so they do not jeopardize the safety of any passerby.
- 3. Antennas shall be installed and secured in a manner that complies with all applicable Virginia building codes and manufacturer's instructions. Prior to installation, Owners shall provide the Association with a copy of any applicable governmental permit, if it is required for safety reasons.
- 4. Antennas shall not be placed anywhere near power lines (above-ground or buried). Owners must ensure that wind velocity or other forces could not cause the antenna to collide with a power line.
- 5. Owners are required to exercise their best efforts to install their antenna in such a way and location where they can obtain an adequate signal with the least adverse impact upon the Lot's aesthetic appearance. In this regard, technology now offers many highly efficient, economical, and aesthetically harmonious or invisible

antenna alternatives for receiving broadcast television signals, in lieu of, or in addition to DBS or MDS antennas.

6. Antennas shall be permanently grounded to minimize the possibility of electronic and fire damage.
7. The Association reserves the power to require Owners to camouflage any portion of the antenna so that it matches or is compatible with the color of the structure to which it is attached. If such a requirement would void the warranty from the manufacturer, the Owner must submit a copy of the warranty to the Association in order to be absolved of this requirement.
8. The Association reserves the power to require Owners to install or provide screening around the antenna if the antenna is visible from the street or other lots. However, in no event will an Owner be required to incur an unreasonable expense to install a visual barrier. Any visual barrier so required must be installed within seven (7) days of the installation of the antenna.
9. Owners must install exterior wiring for the antenna in the least obtrusive manner.
10. If any antenna installation poses a serious, immediate safety hazard or threat to property, the Association reserves the power to remove the antenna without notice to the Owner; however, whenever feasible, the Association shall provide advance written notice to the Owner of the Board's concerns for safety and its request of the Owner to remove, relocate, or re-secure the antenna.

(d) Mast Installation

1. Mast height may be no higher than necessary to receive acceptable quality signals.
2. Masts must be installed by licensed and insured contractors.

(e) Installation by Tenants

These rules shall apply in all respects to tenants. Those tenants who desire to install an antenna permitted under these Rules must obtain prior written permission of the Owner/landlord and furnish the ARB with a copy of this permission with the required application/notification form.

4. MAINTENANCE

- (a)** Owners who install or maintain antennas are responsible for all associated costs, including, but not limited to, the costs to:
1. Place (or replace), repair, maintain, and move or remove antennas.
 2. Repair damage to any property caused by the Owner's failure to properly install, maintain or use the antenna.

3. Pay medical expenses incurred by persons injured by the Owner's failure to properly install, maintain, or use the antenna.
 4. Reimburse residents or the Association for costs incurred to correct damage caused by the Owner's failure to properly install, maintain or use the antenna.
- (b)** Owners shall have a continuing duty to prevent their antennas from falling into disrepair or becoming a safety hazard. Owners shall be responsible for antenna maintenance, repair and replacement, and the correction of any safety hazard.
 - (c)** If an antenna becomes detached, the Owner must remove or repair such detachment within seventy-two (72) hours of the detachment. If the detachment threatens anyone's safety, the Association may remove the antenna at the expense of the Owner.
 - (d)** Owners shall be responsible for antenna repainting or replacement if the appearance of the exterior surface of their antenna deteriorates or is damaged in any way.

SECTION XI

DESIGN SPECIFICATIONS / EXHIBITS

This page is intentionally blank.

- EXHIBIT A -
EXTERIOR PROJECT REQUEST FORM

McLean Crest Homeowners Association, Inc.

INSTRUCTIONS:

1. Ensure all blanks of the application are completed.
2. Owner understands and agrees that no work on this request shall commence until WRITTEN approval of the Architectural Committee has been received.
3. Once approved, construction must be started within two (2) months and completed within three (3) months and must be done in a way that does not unreasonably disturb or interfere with neighboring units.
4. Applicant has the responsibility for the removal of any debris resulting from the construction in a timely manner and maintaining the work site as neat as practical during construction.
5. Construction must meet all zoning, building codes and laws of the County of Fairfax. For information regarding zoning and construction specification/building permits, call 703-324-1300 in Fairfax. Further, nothing herein contained shall be construed as a waiver, modification, or approval of any such code or law.
6. Where applicable, utility easements (the areas containing underground cables, pipes, etc.) are to be marked before ANY excavation is started. This service is provided FREE OF CHARGE and is REQUIRED to provide for your safety. If you or your contractor are digging, at least 48 hours before digging begins, you MUST call "MISS UTILITY" first at 1-800-257-7777, to determine the location of underground telephone, electric, gas, sewer and TV cables. NOTE THAT YOU ARE NOT ONLY RISKING POSSIBLE INJURY IF YOU DIG INTO THE WRONG CABLE. BUT ARE ALSO RISKING A FINE FROM THE COMPANY IF YOU SEVER THEIR CABLES. PLAY IT SAFE AND CALL.
7. Requests from unit owners with delinquent assessment accounts will be denied based on the account delinquency. Once the assessment account is paid in full, the architectural committee will review and act on the request.
8. A written response will be provided to you following the review.
9. Should the committee require additional information; your request will be deferred until the additional information is received.
10. Misrepresentation of any items in this request, either oral or written, may void the approval by the committee and could result in the disassembly/returning of the area to the original configuration at the applicant's expense.
11. **EMAIL Request to:** ARC.DCMetro@fsresidential.com **or** **MAIL-in Request to:**
McLean Crest HOA / Attn: ARB
c/o FirstService Residential
3975 Fair Ridge Drive, Suite 210 S
Fairfax VA 22033-2911

I have read the current Architectural Guidelines and Standards and the proposed change or addition meets the requirements specified in these guidelines.

Applicant's Signature **DATE:** _____ **LOT #:** _____

Name: _____ **Street Address:** _____

Daytime/Mobile phone: _____ **Home Phone:** _____

EMAIL: _____

DESCRIPTION OF EXTERIOR CHANGE REQUESTED:

Major ARB Request Area: _____ (ex. new roof, garage door, etc.)

Specific change request details:

GRAPHIC DESCRIPTION:

1. Please make a sketch (as best as you can) showing at a minimum, the style, type of materials to be used for construction, dimensions, color of proposed change or addition and distance from property line.
2. If the installation/addition affects your yard, including drawing of your property indicating the exact location of the construction or if the construction is adding a store furnished item such as a storm door, attic fan, etc.; include a copy or handout (and if possible, the appropriate part of owner's manual/instructions) for that item which should show the appropriate details as discussed in paragraph 1 above. Use an additional sheet if necessary.

- EXHIBIT B -

EXTERIOR PAINT COLOR SPECIFICATIONS

Exterior Trim Paint Color:

	Sherwin Williams	Benjamin Moore
White* ^{1,2}	Pure White SW 7005	Super White OC-152
Semi-gloss or satin finish		

Semi-gloss will shed water and environmental elements more readily.

* Note 1. If your rear wall window banding or other rear wall banding is originally painted the white color, then paint according to this specification.

* Note 2. If your rear wall window banding and other rear wall banding on your homes originally matches the rear stucco wall beige color, then paint the banding according to the color noted below in the rear stucco wall paint color.

Front Door Exterior Paint Colors:

	Sherwin-Williams	Benjamin Moore
- Preferred Carolina Slate (Blue)	Duron 999 Carolina Slate* ³	Brush Blue CW-675
Alternate(s)		
- Black	Black Emerald SW 2936	Black HC-190
- Green	Hunt Club SW 6468	Gondola Ride 602
Semi-gloss or gloss finish		

* Note 3. Sherwin Williams acquired Duron Paints in 2004 and can replicate this Duron color from their paint matching computer with this information.

Rear Stucco Wall Paint Color:

	Sherwin Williams	Benjamin Moore
Satin or flat finish	Accessible Beige SW 7036	Berber White 955

See note 1 and note 2 above regarding rear wall window banding and other rear wall banding color schemes.

All manufacturer color names and codes are as of June 2023.

Paint color specifications continued on the next page.

Exterior Paint Color Specifications (continued)

Fencing Colors: A Natural or clear preservative or clear stain is allowed.

For color matching purposes, the intent of this guideline is to preserve and maintain the exterior color schemes as originally chosen by the developer to the maximum extent practicable.

- EXHIBIT C - SHINGLE ROOFING SPECIFICATIONS

There are several major manufacturers of asphalt shingle roofing. Product style names and colors will vary dependent on the manufacturer product selected. As of this specification release (June 2023), CertainTeed styles and colors are referenced. An equivalent manufacturer's product may be used but should be the closest match to these specifications. **ARB approval is required**, and their review will provide any additional recommendations or guidance.

The Shingle Rooftop specifications are:

- **Type:** Architectural Asphalt
- **Preferred* Style:** CertainTeed *Landmark* or *Landmark Pro*
- **Preferred* Color:** CertainTeed *Georgetown Grey*

* CertainTeed listed products are for reference only and an alternate manufacturer's equivalent (style and color) product is acceptable. The ARB will provide additional final guidance and approval.

- EXHIBIT D -

GARAGE DOOR SPECIFICATIONS

There are several major manufacturers of residential garage doors. Product style names and colors will vary dependent on the manufacturer product selected. **ARB approval is required**, and their review will provide any additional recommendations and guidance. There are two types of doors within the community: **single double-width** and **dual single-width**. Garage doors shall be solid with **no glass panels** and **no venting**. Doors may be thermal insulated or uninsulated.

Garage door exterior locking or lifting handles are optional. Exterior mounted garage door frame mounted electronic opener keypads are permitted.

Single Double-width Garage Door specifications are:

- **Material:** Wood or Steel
- **Color:** White / Pure White
- **Number of Height Sections:** Five (5)
- **Number of Width Panels:** Eight (8)
- **Panel Style:** Raised or Recessed

Dual Single-width Garage Door specifications are:

- **Material:** Wood or Steel
- **Color:** White / Pure White
- **Number of Height Sections:** Five (5)
- **Number of Width Panels:** Four (4)
- **Panel Style:** Raised or Recessed
- **Restriction** – both doors must match

ADU Single-width Garage Door specifications are:

- **Material:** Wood or Steel
- **Color:** White / Pure White
- **Number of Height Sections:** Four (4)
- **Number of Width Panels:** Four (4)
- **Panel Style:** Raised or Recessed

- EXHIBIT E -
EXTERIOR LIGHTING FIXTURE SPECIFICATIONS

Replacement exterior lighting fixtures should be matched as closely as possible to the original style, size, and color or any fixture specifically previously ARB approved for your home address. Exterior lighting fixtures should be kept in good working order and the original color and paint finish shall be maintained and repaired or repainted as needed.

- EXHIBIT F -
SOLAR PANEL SPECIFICATIONS

To be developed in future version and in compliance with Code of Virginia §55.1-1820.1