

SEQUOIA FARMS ARCHITECTURAL REVIEW COMMITTEE GUIDELINES



Revised March 2015

**SEQUOIA FARMS OWNERS ASSOCIATION,
INCORPORATED
POLICY RESOLUTION NO. 2**

ARCHITECTURAL REVIEW COMMITTEE (ARC) GUIDELINES

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ARC AUTHORITY

WHEREAS, Article VI, Section 3 of the Sequoia Farms Owners Association, Inc. Declaration stipulates that “no person shall do anything which would change the exterior appearance of any portion of a Lot” except in accordance with a resolution of the Board of Directors or a resolution of any Architectural Control Committee; and

WHEREAS, Article III, Section 3.12 of the Sequoia Farms Owners Association, Inc. Bylaws empowers the Board of Directors to create and abolish an Architectural Control Committee and to define the Committee’s powers and duties by Board Resolution; and

WHEREAS, Article III, Section 3.14 of the Sequoia Farms Owners Association, Inc. Bylaws was amended to reflect that the Architectural Control Committee shall be renamed as the Architectural Review Committee; and

WHEREAS, The Board of Directors has created the Architectural Review Committee and intends by this Resolution to adopt Rules and Regulations which will define the powers and duties of the Committee;

NOW, THEREFORE BE IT RESOLVED that the following Architectural Review Committee (ARC) guidelines will be adopted;

I. PURPOSE

The Architectural Review Committee (hereinafter referred to as “ARC”) will be concerned with maintaining the beauty and architectural integrity of the community, not only for the enjoyment of its members, but to protect their investments and maintain high resale values of the homes. Homeowners are encouraged to plan projects well in advance for items requiring ARC review.

These guidelines are adopted for the purpose of assisting the ARC but do not alleviate the ARC’s obligation to comply with the governing documents and additional Rules and Regulations of Sequoia Farms Owners Association, Inc. The ARC may request input from other property owners.

Quality of work will be considered for all alternations and should be equal to or better than that of the community. Poor practices can cause the owner problems and may be visually objectionable to others. General upkeep of the exterior of the home and property is required. If upkeep is not maintained as outlines in these guidelines the ARC or Management Company may notify the homeowner of the maintenance required, as described in Article V, Section 1 of the Sequoia Farms Owners Association Declaration of Covenants.

II. ITEMS NOT REQUIRING ARC APPROVAL

The following items **do not** require approval by the ARC.

1. Any touch-up painting to the exterior of the house, provided the color matches the existing colors of the house.
2. Any standard dead bolt lock, peephole, electric doorbell, standard door knocker or name plate on door.
3. Any painting of exposed concrete foundation, provided that the paint color matches the existing siding color of the house.
4. General repairs, providing identical replacement parts are used (such as wrought iron railings, house numbers, exterior light fixtures, windows and doors).
5. Angled flag holders, store bought and designed to attach to the house.
6. Hose hangers provided that they are located inconspicuously behind a shrub or bush (if in front of the house).
7. Standard chimney caps.
8. Storm doors that match front door or house trim color.
9. Exterior roof fans mounted on rear side of house.
10. Compost piles in rear yard if properly maintained.
11. Satellite dishes, provided they are not visible from the front of the house and are less than 1 meter in diameter (or are within the FCC's current guidelines of dishes that can not be prohibited or restricted).

III. EXAMPLES OF ITEMS REQUIRING ARC APPROVAL

This list is not all-inclusive. If there is uncertainty as to whether or not an ARC approval is necessary, please refer the matter to the ARC. Do not assume because another homeowner has an item that it was approved. In some cases the ARC and the Board of Directors may be working with a homeowner to remove or dismantle an item that was not approved. In other cases, unusual circumstances may necessitate that special exceptions be made. Precedents will be carefully considered and variances explained or justified.

1. Fencing.
2. Change in window, garage or door styles or types.
3. Change to exterior lighting fixtures. (Except for low voltage lighting.
4. Installation of or changes to decks (both elevated and ground level) or patios.
5. Hand railings.
6. Storage sheds or any exterior construction.
7. Individual single pole basketball backboards.
8. Additional chimneys, smoke stacks or metal flues.
9. Changes to the landscaping which may adversely affect existing run-offs.
10. Window boxes.
11. Changes to roof.
12. Swing sets, play enclosures, and climbing equipment including their location.
13. Dog houses and runs.
14. Sun control devices. (trellis and filter awnings)
15. In-ground pool.
16. Decorative split-rail fence in front yard corners, comprising of two sections of 2 – 3 rails in height.
17. Greenhouses.
18. Radon abatement systems, if not located on the back of the house.
19. Satellite dishes, if visible from the front of the house. Satellite dishes should be located in the back of the house below the peak of the roof. If reception requires positioning the dish where it is visible from the front of the house, every effort should be made to minimize its visibility from the front of the house. Satellite dishes over 1 meter in diameter (or outside the FCC's current guidelines of dishes that can not be prohibited or restricted) will be considered on a case-by-case basis.

20. Driveway replacement or extensions

Reason for Language:

Driveway width: The homes in SF have been constructed with either a one or two car garage. Most one car garage houses were designed and placed on the lot to accommodate an option to have a second garage added. Given this design accommodation, the size of the neighborhood lots, and the aesthetics of the neighborhood, a 2-car driveway is the largest driveway possible to keep within the architectural consistency of the neighborhood. Driveway material: The homes in SF have either asphalt or concrete driveways. To maintain architectural consistency, these are the materials that should be used in SF for driveway replacements.

IV. SPECIAL PERMITS

Special permission for items generally or specifically prohibited in the guidelines will be considered when unusual or extenuating circumstances apply.

V. GUIDELINES FOR COMMONLY REQUESTED ITEMS

1. **Fencing:** With the approval of the Committee, wooden backyard fencing may be erected provided it does not extend beyond a point set back at least 4' from the front building line of the dwelling or front building line of the homes on both sides of the dwelling. Corner lots and pipe stems and special exceptions will be reviewed on a case-by-case basis. No fence shall be more than six (6) feet in height. Chain link and chrome wire fencing are specifically prohibited. Preservatives other than clear (no color added), cedar, natural redwood, or gray must have prior approval by the ARC.
2. **Decks:** Decks are extensions of the house and thus have a significant impact on its appearance. All new decks must be approved. Modifications to existing decks should provide continuity in material, color, and the design of railings and trim. Deck configurations should relate to the plan outline and window and door openings of the house where possible. Approval of other exterior modifications such as new exterior door locations which are part of the deck application are contingent upon completion of the deck. Privacy of adjacent properties should be considered when planning decks.

Deck materials and color: Materials must meet Fairfax County building requirements. Materials may include pressure treated wood, cedar, redwood, and composite materials. Preservatives other than clear (no color added), must be approved by the ARC. Color for composite materials must be approved by the ARC.

Deck location: Patios and ground level decks should generally be located in rear yards; however, side yard locations will be considered.

Deck drainage: Conditions affecting drainage must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

3. **Storage Sheds:** Well-designed and sited storage sheds can enhance individual property and the neighborhood by concealing many cluttering objects such as gardening tools, trash cans, bicycles, etc. Sheds should be compatible with the architecture of the house and landscape.

Shed location: Sheds should be located in rear yards or within the confines of a privacy fence. Sheds located close to the house require special attention to compatibility of architectural details. View from other properties should always be considered and additional landscaping may be required to minimize the visual impact.

Shed materials and color: Materials and color should match or be compatible with the house or fence to which it is most visually or physically attached. In most instances this includes matching major materials such as siding and roofing, dominant colors, and construction details such as trim. Composite materials are acceptable but samples or detailed photos must be submitted for approval. Metal or plastic Sheds are prohibited.

Shed size: Shed size must be appropriate for the size of the property. Shed size should be 100 square feet or less in horizontal area based on exterior dimensions. Shed dimensions may vary within the square footage baseline. Shed height should be no more than 8 feet at its highest point.

Reason for Language

Sheds are one of the most commonly requested items that pass through the ARC for review. In keeping the architectural consistency of the neighborhood, wood sheds are most appropriate. The ARC has not been approving non-wood sheds. Regarding the dimensions, the lots in the neighborhood are not large and the application of an overly large shed is not appropriate given the area available and the increased for adverse viewing from the street or neighboring lots. The 100 square foot shed size provides an appropriately sized shed for the community lots. Flexibility is provided on dimensions within the 100 square foot range. In addition, the height of a shed is consistent with the 100 square foot dimension.

4. **Seasonal decorations:** Seasonal decorations must be removed from the exterior of the house no later than thirty (30) days after the holiday.
5. **Exterior color changes:** Exterior color changes include the siding, concrete foundation, and house trim. Trim shall be defined as shutters, gutters, downspouts, doors, window frames, eave frames, and railings. No color changes shall be made without prior approval from the ARC.

6. **Trash containers:** Trash containers and disposable items shall be concealed from view from the front of the home except after sunset the evening prior to collection to no later than midnight the day of collection.
7. **Sun control devices:** The manner in which sun control is implemented has considerable effect on the exterior appearance of the house. Sun control devices must be compatible with the architectural character of the house in terms of style, color, and materials. The location of any awning or trellis should not adversely affect views, light, winter sun, or natural ventilation of adjacent properties. Awnings must match as closely as possible the trim of the siding color of the applicant's house.
8. **Driveways:** Existing driveways must be paved and maintained in good repair. Driveway replacements must be constructed of either asphalt or concrete. Concrete driveways should not be tinted or colored other than a normal concrete color. The entire driveway should be no wider than a 2-car driveway commonly found in the community. The driveway must not adversely affect drainage of the property or a neighbor's property, must be compatible in design, color, finish and appearance with existing driveways and walkways on the lot and/or on neighboring lots, and must not create an adverse visual impact from a street or another lot. Single car driveways may be extended only by the width required to accommodate an additional car and should be oriented as if to accommodate a second garage. Any driveway replacement or extension requires ARC approval prior to implementation.

Reason for Language:

Driveway width: The homes in SF have been constructed with either a one or two car garage. Most one car garage houses were designed and placed on the lot to accommodate an option to have a second garage added. Given this design accommodation, the size of the neighborhood lots, and the aesthetics of the neighborhood, a 2-car driveway is the largest driveway possible to keep within the architectural consistency of the neighborhood.

Driveway material: The homes in SF have either asphalt or concrete driveways. To maintain architectural consistency, these are the materials that should be used in SF for driveway replacements.

9. **Landscaping:** All landscaping shall demonstrate sensitivity to the interests of adjacent property owners to enjoy light and open views. Landscaping may not obstruct sight lines for vehicular traffic. Landscaping must not adversely affect drainage on neighboring properties or utility lines. Trees and bushes should be spaced so they will not overhang property lines, sidewalks, and common property in the foreseeable future. Hedges and shrubs used in landscaping must be trimmed and maintained in an orderly fashion. Hedges and shrubs used as property dividers must be trimmed and maintained in an orderly fashion. Dead trees or trees in danger of falling should be properly removed. Any visible tree stump must be removed (grinding or unearthing). No trees, shrubs or other vegetation

on common areas are to be cut, pruned, or removed by without permission from the Board of Directors.

Reason for Language:

The age of the neighborhood and the landscaping that was established many years ago requires attention to how growth is affecting the common spaces such as sidewalks in the neighborhood. In addition, line of sight issues need to be addressed where landscape growth has encroached near streets and the ends of driveways creating a hazardous condition regarding pedestrians and vehicular traffic. This language is intended to call attention to this issue and the general upkeep of landscape in the neighborhood. Landscaping has increasingly become an application item and this language avoids limitations and constraints on landscape design beyond the safety concerns.

10. Room Additions/Sunrooms/Screened Porches

Additions are considered to be exterior construction which substantially alter the existing structure and become an original fixture of the existing house. The following standards pertain to any type of addition to a home that changes the existing square footage or outside footprint of the house, whether finished or unfinished space. This includes, but is not limited to, the addition of rooms, sun rooms, screened porches, garage expansions or any other additions.

Location - The location of major additions shall not impair views or the amount of sunlight and natural ventilation on adjacent properties. Room additions must meet Fairfax County setback requirements.

Design and Materials

The design and construction of room additions shall comply with the following:

- **Design:** Room additions shall be compatible in design, scale, materials, and color with the applicant’s house and adjacent houses.
- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing house. Roof materials shall match or be compatible with that of the existing house.
- **Siding/Trim:** Siding and trim shall match or be compatible with existing siding and trim in color, material, size, and style.
- **Windows/Doors:** Windows and doors shall match those of the applicant’s house, and shall be located in a manner which relates well to the location of exterior openings in the existing house.
- **Setback:** In considering an application for a garage or other extension to the front of a house, the ARC shall consider the effect of the proposed extension on the streetscape

and the view of adjoining and other affected property owners. The extension shall not result in a setback from the street that is less than the minimum setback from the street of other houses on that side of that street.

The application required for any room addition applications shall include:

- Property plan/site/plat map showing the location of the proposed room addition and any resulting change to the setback of the house from the street or adjacent houses.
- Detailed specifications and drawings of the proposed room addition, including types of materials, finish type and color, size/dimensions, and the location of windows, doors, and other pertinent details.
- A list of materials, finish types, and proposed colors.

Due to the scope of this type of change, it is possible that the ARC may request additional information related to the proposed change.

The following standards pertain to screened porches and sun rooms:

- **Design:** The design of screened porches/sunrooms which are attached to the house shall be the same or compatible in design, scale, materials, and color with the applicant's house and adjacent houses.
- **Location:** Screened porches shall be located to the rear of the applicant's house
- **Roof Pitches:** Roof pitches shall match or be compatible with the roof slope of the existing house.
- **Roof Materials:** Roof materials shall match or be compatible with the existing house.
- **Siding/Trim:** Siding and trim shall match or be compatible with existing siding and trim in color, material, size, and style.
- **Doors:** Doors shall match or be compatible with those of the applicant's house.

The application required for any room addition applications shall include:

- Property plan/site plan/plat map showing the location of the proposed room addition and any resulting change to the setback of the house from the street or adjacent houses.
- Detailed specifications and drawing of the proposed room addition, including types of materials, finish type and color, size/dimensions, and the location of windows, doors, and other pertinent details.
- A list of materials, finish types, and proposed colors.

Due to the scope of this type of change, it is possible that the ARC may request additional information related to the proposed change.

VI. SAMPLES OF APPLICATIONS THAT WILL NOT BE APPROVED

Please note this list is not exhaustive, it represents a sampling of commonly submitted items which will not be approved. **Special exceptions will be considered on a case-by-case basis.**

1. Outside antennas unless installed by original owner prior to Feb. 15, 1989.
2. Chain link or chrome wire fencing.
3. Exterior window air conditioning units.
4. Clotheslines.
5. Vegetable gardens forward of the front face of applicant's house or adjoining front yard of neighbor's house.
6. Above ground pools.
7. Basketball backboards attached to the home.
8. Commercial and company flags.

VII. APPLICATION PROCEDURES

All applications for ARC should be submitted to the Management Company. Complete applications will be forwarded to the ARC for review. The ARC reviews applications upon their receipt. Incomplete applications will be returned to homeowners for additional information or clarification. Applications are available from the Management Company.

1. Applications:

- a. A completed External Modification or Addition form, including a brief explanation of the proposed project. Renters may submit requests, but all requests from renters must have a notarized signature of the homeowner.
- b. A copy of the house location plat (received at settlement) for any changes affecting the yard, i.e. fence or deck.
- c. A drawing that shows the complete plan of the proposed project. The plan should be drawn approximately to scale, with full dimensions and details clearly labeled. The plan must also show the side elevation of the construction.
- d. Any additional information required by ARC Guidelines.

2. **Special Permits:** To be considered for a special permit, the request must be formally presented to and reviewed by the ARC. The ARC may a) approve or deny the request, b) refer the request to the Board of Directors, c) initiate a special permit hearing, or d) recommend that the standard ARC guideline be amended to allow this use in the future. A special permit may be obtained after a formal hearing of the Board of Directors at which time all parties who feel directly affected are encouraged to attend. A simple majority vote by the Board of Directors in favor of the request is required to issue the special permit.

Parameters:

1. The permits are site-specific and are not transferable to any other property.
 2. The permits are valid until expiration or as long as the property owner actually occupies the dwelling. They become void upon any change in ownership.
 3. The property owner is totally responsible for seeking any extension or renewal through the ARC application process. Should a permit expire or lapse, the item must be removed immediately.
 4. The property owner is totally responsible for any and all costs associated with the application form, and construction of, the requested, approved, or disapproved item(s).
3. **Consulting with Neighbors:** Please inform adjacent neighbors and any neighbors that will readily see your proposed modification of your plans (if your proposed project will be in the back of your house, please inform the neighbors behind you). The Committee may contact neighbors who might be directly affected by any proposed exterior change. Strong objections by neighbors could result in the disapproval of the request. The Board shall be advised by the ARC of potentially controversial items during the ARC review period.
 4. **Review Period:** The approval process will take a minimum of 7 days in order to allow neighbors an opportunity to register concerns regarding applications with Committee Members and to allow Committee Members ample review time. The ARC has forty-five (45) days to approve or disapprove a properly completed application. The decision of the ARC will be in writing, signed by the ARC Chairperson or Board Member, and forwarded to the homeowner within the forty-five (45) day period. If at the end of the forty-five (45) day review period, the ARC has not rendered a decision, the homeowner should petition the Board of Directors for action, **there are no automatic approvals.**

5. **Appeals Procedure:** In the event the ARC denies a request, the homeowner may resubmit it to the Board of Directors for review of the Committee's action. An appeal should be made in writing to the President of the Board of Directors, and a copy to the Chairman of the ARC. The Board shall be provided with all plans and specifications and act upon the appeal within the period of two (2) Board meetings. During the appeal procedure, the homeowner may not proceed until the Board has rendered a decision. If the homeowner wished to be represented by an attorney, the Board of Directors must have at least ten (10) days notice prior to the scheduled review.

Approval of a request is automatically rescinded if information supplied on the initial request form is found to be inaccurate. Homeowners may not alter approved requests without submitting a request for alteration. The Board of Directors' decision is final and binding upon the homeowner.

VIII. ENFORCEMENT

If any owner fails to abide by the ARC Guidelines, a written notice shall be sent to the owner stating the violation and specifying the action to be taken to rectify the condition(s). The notice shall state that time frame in which the owner has to rectify the situation. The Owners Association will use all means to remedy the situation. All costs associated with rectifying the violation (including Association's costs) shall be the responsibility of the owner.

IX. CODE COMPLIANCE

Many items require County review and permits, e.g. decks. It is the homeowner's responsibility to obtain all county approvals. Fairfax County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain any required permits. **Fairfax County approval does not preclude the need for ARC approval and vice versa. Any ARC approval shall be null and void if the modification does not comply with all applicable codes, ordinances, permits, and inspections.**

X. PREVIOUS APPROVALS

1. Notwithstanding these guidelines or any amendments thereto, any approved item shall remain approved provided such item is maintained in a manner consistent with its original approval.
2. No action of any SFOA entity, or entity acting on its behalf, shall result in a requirement for any homeowner to modify, alter, or otherwise change any structure or appearance of his property provided such structure or appearance would otherwise be in compliance prior to the action.

**SEQUOIA FARMS OWNERS' ASSOCIATION
APPLICATION FOR ARC APPROVAL OF AN EXTERIOR MODIFICATION OR ADDITION**

HOMEOWNER'S NAME(S): _____ DAYTIME PHONE: _____

STREET ADDRESS: _____ EVENING PHONE: _____

MAILING ADDRESS: _____
(if different)

EMAIL ADDRESS: _____

PROPOSED MODIFICATION: _____

DESIRED START DATE: _____ ESTIMATED COMPLETION DATE: _____

To expedite the approval process, please include the following information in your application:

- A drawing to scale that includes the proposed project's dimensions
- Descriptions of the color, building materials, and roof line, where applicable (see back for examples)
- A plat drawing (received at settlement) or survey of your lot with the proposed project drawn in

Please inform homeowners adjacent to your property (and any others who will readily see it) of your proposed modification. Their signatures below indicate awareness of the proposed project and do not constitute approval. Neighbors wishing to discuss this project with an ARC member should contact the ARC within 7 business days of signing this form.

Name: _____

Signature: _____

Address: _____

I acknowledge and agree that I will be solely liable for any claims, including and without limitation, claims for property damage or personal injury, which result from this requested modification or addition. I hereby indemnify the Sequoia Farms Owners Association (SFOA) and its Architectural Review Committee (ARC) from any and all such claims. I understand and acknowledge that I am solely responsible for complying with all applicable codes and ordinances, and for obtaining all necessary permits and inspections for this requested modification or addition. I am also responsible for all maintenance, repair, and upkeep of said modification or addition.

Signature of owner: _____ Date: _____

Signature of owner: _____ Date: _____

**Virginia law requires that cables and utilities be marked prior to digging.
Call Miss Utility at least 48 hours before work is to begin: 1-800-257-7777.**

date rec'd.: _____

ARC RESPONSE

ARC Chairman

Date

- Approved as submitted
- Approved subject to the following conditions or modifications:
- Denied because:
