

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 1

ARCHITECTURAL REVIEW PROCEDURES AND GUIDELINES
RELATING TO THE REQUIREMENTS FOR APPLICATION TO THE
ARCHITECTURAL REVIEW COMMITTEE
(1/19/21)

WHEREAS, Article V, Section 5.01 of the Declaration requires the Board to establish a Covenants Committee (now known as the Architectural Review Committee and herein referred to as the ARC) to review changes or additions to lots and structures, as well as fulfilling other functions as prescribed by the Board of Directors; and

WHEREAS, the Board of Directors wishes to establish procedures for obtaining ARC approval and promulgate guidelines as to what the ARC will find acceptable or unacceptable.

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures and guidelines be adopted:

I. REQUEST FOR REVIEW PROCEDURES

A. Requirements for All Applications

1. Each Owner will submit a proposal for an addition, alteration, or improvement to their lot in writing using an Architectural Change Request Form (herein referred to as ACR). The proposal will contain a description of the project, including the height, width, length, size, shape, color, materials, and location of the proposed improvement. Photographs or sketches of similar completed projects will aid in the consideration. If the alteration affects the existing drainage patterns of the lots or adjacent lots, the proposed drainage pattern must be included. A copy of an ACR form is attached at the end of this resolution.
2. Oral requests will NOT be considered.
3. Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the Governing Documents, and even when a similar or substantially identical alteration or addition has been previously approved.
4. The applicant shall be informed in writing of the decision.
5. If the applicant fails to receive a reply within thirty (30) days of submitting a

request/application (as described in Section 1, A, 1 of this policy), the application will be deemed approved. All denials will be sent via certified mail, return receipt requested.

6. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
7. The applicant is free to request reconsideration if new or additional information which might clarify the request or demonstrate its acceptability can be provided.
8. Copies of all ACRs will be filed at the Association office according to property address along with the written decision and a statement of action taken, if any.
9. Regular maintenance and repair actions do not require an application to the ARC (e.g. replacing or re-staining/repainting an existing structure with the same materials or color/shade). Property owners should contact the Association office to ensure their project is considered regular maintenance.

B. Additional Requirements for Major Modifications

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

For major alterations (such as those noted above):

1. A pre-design conference with Association staff to review plans and designs prior to submitting their ACR may be used by an owner to ensure completeness of their application. For the purposes of this review residents should have preliminary drawings which show:
 - (a) Floor plans
 - (b) Elevations
 - (c) Roof plan (if applicable)
 - (d) Landscape plan
2. The ACR must include the following:
 - a. Final drawings
 - b. Proposed contracts, if a contractor is being used or is required for this project
 - c. Location or storage site of building materials, etc.

- d. Temporary access, if any
 - e. Existing and final grades, drainage, etc.
 - f. Color chips of painted or stained exteriors
 - g. Exterior material samples
 - h. Disposal area for surplus soil, if applicable
 - i. A plan of proposed landscaping and re-vegetation (erosion control, screening, etc.)
3. The ARC shall act on the application and give notice to the applicant within thirty (30) days of receipt of the application (as described in Section I, A, 1 of this policy).
 4. Administrative requirements:
 - a. If Owner wishes to make changes in the plan during the course of construction, a written request including all relevant information must be submitted to the ARC.
 - b. The ARC and/or Association staff may inspect the premises during construction.
 - c. The ARC and/or Association staff will make a final inspection.
 - d. If the completed structure varies from the ACR as approved, the Board and/or Association staff will, in writing, direct the Owner to make the changes necessary to bring the project into compliance with the plans as submitted and approved.

C. Local Building and Work Permits

Many items require Fairfax County review and permits. It is the homeowner's responsibility to obtain all approvals. Fairfax County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and to obtain the required permits.

1. Approval of any project by the Association does not waive the necessity of obtaining the required local permits.
2. Obtaining a local permit does not waive the need for Association approval.
3. The Association will not knowingly approve a project which is in violation of the local building or zoning codes.

D. Completion of Structures

Construction in accordance with an approved plan or specification must be commenced within six (6) months after such approval and completed within

twelve (12) months after the date of commencement. If not commenced within this time period, the approval will be considered null and void and a new application must be made. Construction must be completed as approved; any deviation will be considered a violation.

II. PROCEDURES FOR MONITORING ARCHITECTURAL COMPLIANCE

A. Inspection

1. The ARC and/or the Association staff will periodically survey the properties for compliance with architectural standards.

B. Alleged Violations

1. All reports of alleged violations must be submitted in writing to the Association office.
2. Association staff will investigate the allegation. If no violation is discovered, the complainant will be informed either verbally or in writing. If it appears that there is a violation, the Association staff will inform the property owner of the violation in writing.
3. In all cases, the name of the lot Owner(s) responsible for the alleged violations shall be kept confidential until the violation has been established.
4. In all cases, the name of the complainant shall be kept confidential.

III. ARCHITECTURAL STANDARDS

A complete listing of Architectural Standards can be found beginning on the next page.

Administrative Resolution 1 – Section IV

ARCHITECTURAL STANDARDS

A. ADDITIONS

1. General:
 - a. Any alteration or addition to the exterior of an existing building or any new detached structure must have the approval of the ARC before any work is undertaken. Examples of such projects include a deck, greenhouse, storage shed, fireplace, sunroom, deck/patio enclosure, porch, breakfast/dining nook or other similar bump-out, etc.
 - b. Any addition or exterior alteration to an existing building must be compatible with the design character of the original building. Any new detached structure must also be compatible with the parent structure.
2. Materials and Color:
 - a. Only the exterior materials existing on the parent structure or compatible, in the judgment of the ARC, with the architectural design character of the community will be approved.
 - b. Exterior color changes will be approved only if the proposed color is in harmony, in the judgment of the ARC, with the other existing homes in the community or if the color is similar to the colors originally employed in the community, as determined by the ARC.
 - c. In general, only those areas that are painted may be repainted; only those areas that are stained may be re-stained; unpainted surfaces and unstained areas such as brick shall normally remain unpainted and unstained.
3. NFCA Standards:
 - a. Additions may be made to the rear, front and sides of the house and may, in the case of rear and side additions, be either one, two or three stories but in no case can the roofline of the addition be taller than the current house roofline.
 - b. Additions may be constructed above garages as long as the roofline of the addition does not exceed the roofline on the main portion of the house.

- c. Additions may extend back from the house by no more than 20 feet.
- d. Approval of additions on the front or side of a house will be addressed on a case-by-case basis, keeping in mind the architectural character of the community.
- e. All siding, shingles, and windows on the house must match when the addition has been completed.
- f. During construction of additions, the site must be kept in an orderly condition. Roll off dumpsters may be used but must be placed entirely on the driveway of the single-family/detached property, or in the case of a townhome property within the area of the townhome's assigned parking space, and all VDOT or other county regulations must be followed. When roll off dumpsters are used, they must be emptied or replaced as soon as they are full. Small trash must be removed from the site on a daily basis and all equipment must be stored neatly at the end of the work day.
- g. Care must be taken to ensure that neighboring properties are not adversely affected by the construction project.
- h. Association owned sidewalks, curb areas, trails, common areas, courts, or roadways/parking areas that are damaged during construction must be returned to pre-construction status.
- i. All additions must be in harmony with the current architecture of the community in terms of type, size, scale, form, color and material.

B. AIR CONDITIONERS - EXTERIOR UNITS

Air conditioning units installed in a home's front windows are prohibited. Applications will be considered if necessary for residents with medical necessity or other reasonable justifications. The Association prefers air conditioning units be placed in rear yard facing windows. Exterior ground units (heat pumps) may be added or relocated. However, the ARC reserves the right to require additional landscaping or screening around ground units (heat pumps), as may be necessary.

Portable air conditioning units that are located inside the home and that only require the placement of a small air exchange panel in either the bottom or side of a window can be installed without ARC approval.

C. AWNINGS

1. In the event a homeowner wishes to install an awning on his home (that is of the style that is physically attached to the dwelling), an application must be submitted to the ARC prior to the installation of the awning.
2. Awnings must be retractable with no stationary support poles.
3. Awning colors must be in harmony with the color scheme of the house.
4. Awnings must be kept in good repair with no visible rips, tears or fraying of edges.
5. SINGLE-FAMILY DETACHED HOMES - Location and size of awnings:
 - a. Awnings must be installed on the rear portion of the house only.
 - b. The awning must not extend beyond the side plane of the house structure.
6. TOWNHOMES – Location and size of awnings:
 - a. Awnings must be installed on the rear portion of the house only.
 - b. The awning must be set in at least two (2) feet from each side of the home, extend into the backyard of the house by no more than fourteen (14) feet, and not extend wider than a deck, where applicable.

D. BASKETBALL STANDARDS

Under Fairfax County Zoning Ordinance 10-104.12, basketball backboards and standards may only be installed on lots that meet the following requirements:

- a. For installation in a front yard the standard may be installed no closer than fifteen (15) feet to the front lot line, the standard may be no closer than twelve (12) feet to the side lot lines.
- b. A basketball backboard and standard that does not exceed seven (7) feet in height, may be located in any part of any side or rear yard. The height of standard is determined by measuring from ground to the highest point, which would be the top of the backboard.
- c. For installation in a side yard the standard cannot exceed seven (7) feet in height.

- d. A basketball backboard and standard that exceeds seven (7) feet in height shall be located no closer than a distance equal to its height to the rear lot line or located closer than twelve (12) feet to the side lot lines. For example, if the standard measures thirteen (13) feet from the ground to the top of the backboard, it must be installed no closer than thirteen (13) feet from the rear lot line.
- e. Portable/temporary basketball backboards/standards must comply with the Fairfax County requirements listed above in items 1 a-d.
- f. Basketball backboards/standards may not be used between the hours of 8 p.m. and 8 a.m.

1. SINGLE-FAMILY HOMES AND TOWNHOMES

- a. Basketball backboards/standards, whether permanent or portable/temporary, must comply with the Fairfax County zoning ordinance. Based on the front, side, and back lot line exclusion distances, most townhouses do not have sufficient yard “size” to allow the ARC to approve the installation of these structures unless the structure is less than seven (7) feet high.

2. COMMON AREAS

- a. Basketball backboards/standards, whether permanent or portable/temporary, are not allowed on any common areas unless the Association has approved their use or installed/owns the equipment.

E. DECKS

1. APPEARANCE

- a. Property Owners who wish to apply wood coatings to their decks should be aware that they must use transparent, semi-transparent or solid stains/finishes; colors that are typically allowable are browns and earth tones which are in harmony with the natural surroundings. For a complete list of approved colors, contact the Association office.
 - (1) Property Owners wishing to stain their decks must apply to the ARC and provide a color sample for review and approval prior to staining/coating the deck.
 - (2) All wood on the deck must be stained/coated so as to present a uniform color and appearance.

- i. **Single-Family and Townhouse Deck Color Choices:**
Behr brand exterior wood stains and finishes in **transparent, semi-transparent, and solid** may be used. The Behr wood coatings include the exterior wood stains, finishes, and “DeckOver” type products. Deck railings and trim may use a white paint/stain, but the deck floor and steps must use one of the approved colors identified below:

<u>Color¹</u>	<u>Color</u>
Woodbridge	Terra Cotta
Cappuccino	Russet
Chestnut	Redwood
Sable	Cedar Natural Tone
Chocolate	Redwood Natural Tone
Valise	Royal Hayden
California Rustic	Barn Red
Slate Grey	

2. SINGLE-FAMILY DETACHED HOME DECKS

- a. In addition to approval by the ARC, county permits are required for all decks supported by footings, regardless of height, for decks employing any type of railing system, for decks with three (3) or more steps, and for decks that have any point that is 18 inches or more above grade.
- b. Except in special circumstances, single family decks must be at the rear of the house and no part may extend out from the side plane of the house.
- c. If a side deck is requested, the application must show that the installation complies with county code requirements related to required distances from property lines.
- d. Other than any county restrictions, there are no size or stair limitations for rear decks.
- e. Side decks can extend out from the side of the house a maximum of six (6) feet and can extend along the side of the house (from the rear edge) for no more than eight (8) feet.

¹ Owners may consult the color charts available in the Community Center office to see the colors that can be used.

- f. Support columns, joists, and stair stringers must be made of pressure treated wood. At a minimum the columns must be six (6) by sixes (6).
- g. The deck's floor, stair steps, and trim may be constructed of wood, composite, or a combination of these materials in approved colors. No metal stairs are allowed.
- h. Composite material colors approved for use on decks are grey, brown and Madeira.
- i. Railings and balusters on decks may be constructed of wood, composite, metal, or vinyl. The color scheme must be compatible with the deck.
- j. Permanently installed accessory components such as benches, flower boxes, trellises, plant hangers, arbors, and pergolas should be treated as part of the deck design and should be compatible in material and color with the deck. Trellises, plant hangers, arbors, and pergolas must be not taller than 8 ft. above the deck floor (per Fairfax County Department of Code Compliance).

3. TOWNHOME DECKS

- a. In addition to approval by the ARC, county permits are required for all decks supported by footings, regardless of height, for decks employing any type of railing system, for decks with three (3) or more steps, and for decks that have any point that is eighteen (18) inches or more above grade.
- b. The maximum size of the deck/balcony/stairs may not exceed fourteen (14) feet out from the rear edge of the house and must be at least twenty-four (24) inches away from any side property boundary line.

Ground level decks: Decks no higher than eighteen (18) inches off of the ground are essentially patios and, other than county rules, there are no special limitations.
- c. Decks and balconies shall not be used for storage except for lawn/deck furniture and barbeque equipment.
- d. Acknowledgement must be obtained from adjacent neighbors of your intentions to install a proposed deck or balcony.
- e. Support columns, joists, and stair stringers must be made of pressure treated wood. At a minimum the columns must be six (6) by sixes (6).

- f. The deck's floor, stair treads (steps), and trim may be constructed of wood, composite, or a combination of these materials in approved colors. No metal stairs are allowed.
- g. Composite material colors approved for use on decks are grey, brown and Madeira.
- h. Railings and balusters on decks may be constructed of wood, composite, metal, or vinyl. The color scheme must be compatible with the deck.
- i. Permanently installed accessory components such as benches, flower boxes, trellises, plant hangers, arbors, and pergolas should be treated as part of the deck design and should be compatible in material and color with the deck. Trellises, plant hangers, arbors, and pergolas must be not taller than 7 ft. above the deck floor (per Fairfax County Department of Code Compliance).
- j. Privacy screening for elevated decks should be treated as part of the deck design and can be no taller than 6 ft. (measured from the deck flooring (per Fairfax County Department of Code Compliance). To protect adjacent neighbors' sight lines, townhome owners may not screen the rear of their decks, nor install side screening which extends more than 8 ft. from the rear wall of the house (per Fairfax County Department of Code Compliance). Privacy screening should be compatible in material and color with the deck.

(1) PEPPERWOOD STYLE TOWNHOME

If stairs are built along one side of the deck, the deck may extend to the property boundary on that side of the deck for a maximum distance of three (3) feet out from the house to create a top landing for the stairs.

(2) TOWNHOME - END UNIT

- i. Townhome end units may install decks along the side of the unit; however, the deck must not extend more than 10 feet out from the side of the unit and may come no closer than 5 feet of the side property line. The deck may extend along the side for no more than 12 feet, measured from the rear edge of the unit, and must be at least 5 feet back from the front edge of the unit. Rear of deck may come no closer than 5 feet from rear property line.

- ii. Appropriate landscaping should be used along the front side of the deck to ensure an aesthetically pleasing front view.

(3) TOWNHOME THAT BACKS TO THE WOODS

Townhomes that back to the woods may request installation of a spiral staircase to access an upper level deck. If applied for, the following standards apply:

- i. The frame of the spiral staircase must be green, brown, or black in color.
- ii. The stair treads on the spiral staircase must be made of pressure treated wood or composite materials and affixed to the frame of the spiral staircase.
- iii. The application for the deck and spiral staircase must be accompanied by a Fairfax County permit showing approval of the spiral staircase and a brochure highlighting the model and color of the spiral staircase to be installed.

F. DOG PENS

1. All dog pens must be applied for and approved by the Association before installation. Chain link or wooden fencing may be used by residents to construct dog pens. If constructed with chain link fencing, these pens must be screened from public view with wooden fences.
2. Approval to install welded rod mesh kennels will only be granted to public safety officers who are K-9 handlers.

G. DRIVEWAYS

Property Owners seeking to expand or otherwise alter their driveway must provide the following information with the ACR form **before the Association can approve any request for a driveway expansion**: a photo of the property showing the current driveway, a scaled plat map of the property showing the location of the current driveway and proposed expansion, the distance from the current driveway to the side property line, and a **scaled drawing with dimensions and description** of each aspect of the proposed new driveway. The scaled drawing shall label the driveway apron, sidewalk, and driveway area and must include lengths and widths for each component of the driveway area. The scaled drawing submitted for review must be sufficiently large to easily identify and read the lengths and widths of each driveway component. A resident may

submit the scaled drawing prepared by the contractor. See Section G.1.f below. A photo (or sample in selected cases) of the new requested material is required (if different from the existing driveway). See attached examples.

1. SINGLE-FAMILY HOMES

- a. Both one (1) and two (2) car driveways may be expanded by one (1) car width (ten (10) feet). Driveways may not come closer than one (1) foot to the side property line including any decorative trim or paved areas (such as a brick-lined edge, sidewalk, or walkway) beside the driveway.
- b. Expansion of the driveway should normally occur on the outside portion of the driveway, away from the front/center of the house. Exceptions will be considered in select cases, such as where utility boxes and/or extremely narrow side yard areas (i.e., less than eight (8) feet to a lot line) exists. Driveways will ONLY be expanded in the front/center portion of the house and not on the sides or back of the house.
- c. Driveways on One Lot: Article 11, Section 11-102.8 of the Fairfax County zoning code states that a parking “space shall not encroach into any sidewalk or trail.” If a proposed driveway expansion meets (encroaches on) an area of sidewalk or trail, the Owner will have to expand the driveway apron. If an Owner does not want to expand the existing driveway apron, a taper must be used. The tapered area must begin no closer than three (3) feet from the edge of the sidewalk. See the attached examples. No gravel or other loose materials shall be placed near the public sidewalk to widen the taper.

If an Owner plans to expand the existing driveway apron, the scaled drawing provided to the ARC with the application must show this improvement. The ARC shall not approve an application that does not contain a plat and detailed scaled drawing. The ARC shall not approve a proposal that shows an expanded driveway that encroaches on a sidewalk or trail unless it includes an expanded driveway apron.

Pipe Stems: Some single-family detached homes have a driveway that uses a pipe stem to reach the driveway apron. The pipe stem portion of the driveway cannot be widened if this would encroach on lots that are not part of the common driveway. However, an individual Owner may expand the portion of their driveway connected to a pipe stem that is located solely on their lot and meets the requirements of Sections G.1.a. and G.1.b. above. A taper is not required where the expanded individual driveway meets the pipe stem.

- d. Consideration will be given to requests to change the original driveway from asphalt to concrete or some other appropriate material, such as stamped

concrete or exposed aggregate concrete, as long as the entire driveway, including the proposed expanded area, are constructed of the same ARC-approved materials. Once completed, the expanded driveway must be uniform across the entire surface using the same material (all concrete, asphalt or other approved driveway material). Driveways may have a decorative border made of brick or other similar materials (such as pavers) on each side of the driveway, and this feature must be shown on the scaled drawing of the improvement.

- e. The concrete apron and its associated sidewalk and curb and gutter fall under the jurisdiction of VDOT. An Owner should contact VDOT to obtain a permit, if required, to replace or modify these structures. NFCA approval on a Lot does not eliminate the Fairfax County code requirement that prohibits driveway encroachment on sidewalks or trails.
- f. Driveway expansions must adhere to all relevant governmental regulations such as those requiring that only a licensed contractor (with a Class A, B, C license) can install residential driveways.
- g. An ACR form is NOT required to seal, repair, or resurface an existing driveway. An ACR form is NOT required to replace a driveway if it is in the same location and uses the same materials as the existing driveway. An ACR form is also NOT required when a driveway is reduced in size by trimming back the sides of the driveway to straighten its alignment or to eliminate areas that are not being used.

An ACR form is required to widen a driveway, to change the material used to form it (e.g., change from asphalt to concrete), or to place a decorative border or expanded sidewalk along a driveway. The decorative border or sidewalk must have a uniform width along its entire length and shall not be wider in the area where it meets the existing sidewalk.

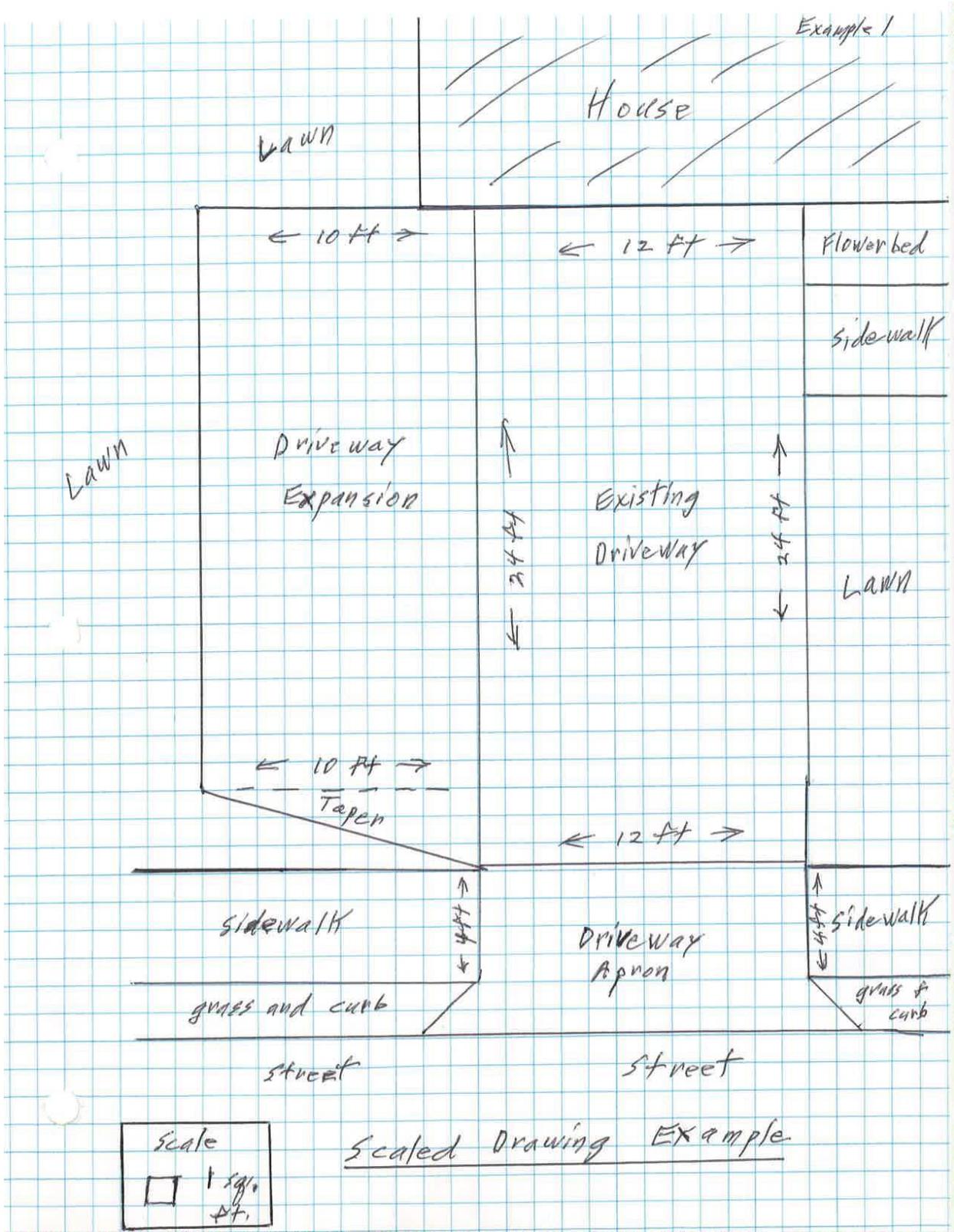
2. TOWNHOMES

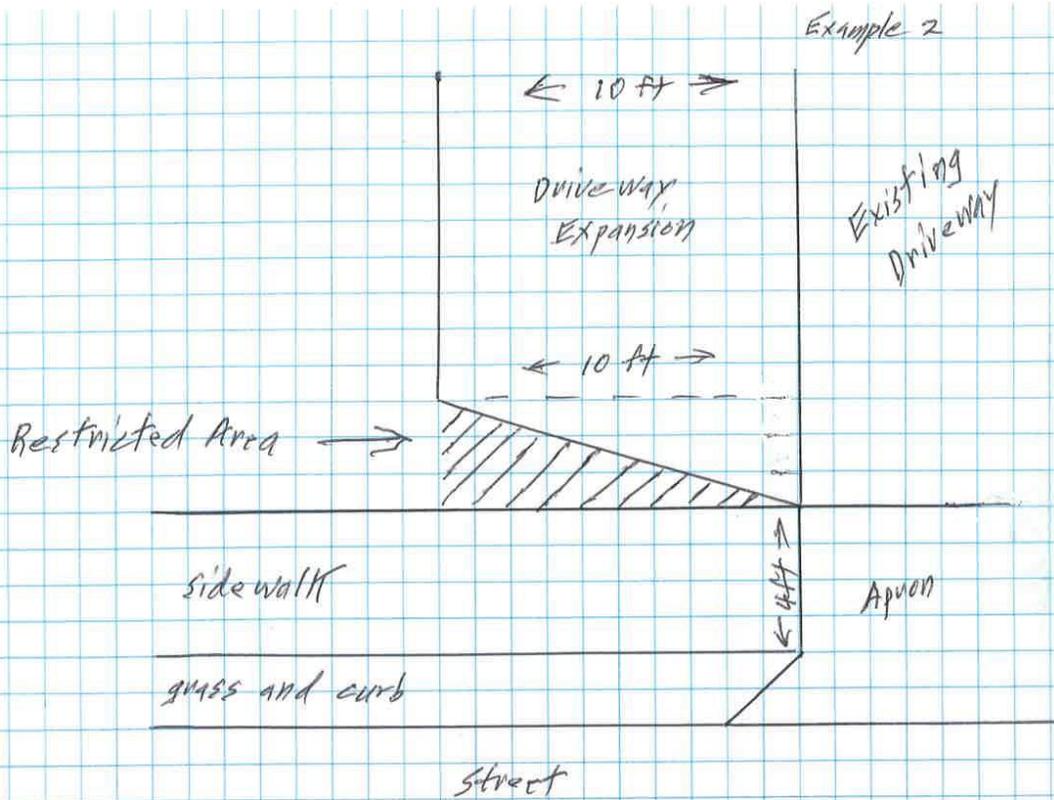
- a. Townhomes are not permitted to construct driveways.

2. DRIVEWAY AND TOWNHOUSE AREA MAINTENANCE STANDARDS AND GUIDELINES

- a. Driveways (including pipe stems and townhouse roads and parking areas) must be free from significant defects or other maintenance failures such as open cracks exceeding ½ inch in width, deep depressions, holes, large deep gouges, or deteriorating sections where the surface material is loose and breaking up.

- b. A driveway section that has been vertically displaced (risen or sunken) relative to adjacent hard surface areas by one (1) inch or more must be repaired, resurfaced or replaced.
- c. A driveway that has open cracks ½ inch wide or greater must be filled. A driveway with crumbling loose materials or chunks of broken, loose asphalt must have the damaged areas repaired (resurfaced or replaced). If sections of a driveway have deteriorating areas with numerous cracks (alligatored), but the surface is still stable/firm without depressions or holes, the Owner **MAY** coat the surface of the driveway with materials such as coal tar or other crack filling materials to improve the look of the driveway, but the driveway does not need to be patched or replaced.
- d. Repairs to sections of a driveway (patching) must use the same type of material used to construct the original, remaining portion of the driveway (all concrete, asphalt or other approved driveway material). Driveway sections with dissimilar patch repair materials (e.g., using concrete to repair a hole in an asphalt driveway) must be repaired, resurfaced or replaced.
- e. Driveways with a single large area or with several smaller/scattered areas stained with vehicle leakages or other discolorations must be cleaned and/or resealed.
- f. Grass or other vegetation growing in cracks or moss growing on surfaces must be removed. The Owner should consider using crack fill or other crack filling materials to discourage the growth of vegetation in cracks.





Do not approve any expansion in the restricted area unless an expanded apron is proposed that matches the width of the expanded driveway at the sidewalk. A curved taper is not allowed to be used within the restricted area.

Restricted Area

Scale = see example 1.

H. ENERGY CONSERVATION DEVICES/SYSTEMS

Hot water and forced hot air solar collectors, solar panels, wind turbines, rain barrels, “cool” roofs, compost boxes, etc. are considered reasonable energy conservation devices that may be installed on homes or lots.

1. Location

- a. These devices are usually installed on the rear or side portions of houses; however, other locations may be considered depending upon the proposed system and configuration of the home or lot as well as relationship to adjacent homes or lots.
- b. Trees that require Association approval to remove will not be significantly trimmed or removed in order to accommodate installation of an energy conservation device (see Policy Resolution No. 14: Trees on Lots and the Common Area).
- c. Design Plan – Each application for an energy conservation device shall include a detailed descriptive brochure or written description of the system and a drawing that shows how the exterior components of the system will appear on the home’s roof or lot after it is installed.

I. FENCE

Property Owners who wish to apply wood coatings to their fence must use transparent, semi-transparent or solid stains/finishes; colors that are typically allowable are browns and earth tones which are in harmony with the natural surroundings. **For a complete list of approved colors contact the Association office.**

Property Owners wishing to stain/coat their fence must apply to the ARC and provide a color sample for review and approval prior to staining their fence.

All wood on the fence must be stained so as to present a uniform color and appearance. **Single-Family and Townhouse Fence Color Choices:** Behr brand exterior wood stains and finishes in **transparent, semi-transparent, and solid** may be used.

<u>Color</u>	<u>Color</u>
Woodbridge	Terra Cotta
Cappuccino	Russet
Chestnut	Redwood
Sable	Cedar Natural Tone
Chocolate	Redwood Natural Tone
Valise	Royal Hayden
California Rustic	Barn Red

1. SINGLE-FAMILY DETACHED HOME

- a. No fence or screen will be approved if its installation will obstruct sightlines (as determined by the ARC) for vehicular traffic or reasonable sightlines from front windows or porches of immediately adjacent homes. Choice of fence style must consider its potential relationship (size, mass, location) and harmony, in the judgment of the ARC, with adjoining lots and structures, giving special consideration to preventing the appearance of a boxed-in look or feel to the immediately adjacent homes.
- b. Fences will come no closer than two (2) feet from the front plane of the house. Decorative-type fences of the “open” style which do not exceed four (4) feet in height may extend further if approved.
- c. Normally, only one fence style on any single lot will be approved.
- d. Privacy screens and decorative-type (property defining) fences will be of the same styles as allowed for privacy fences.
- e. Privacy fence/screen sections will not exceed six (6) feet in height. Decorative-type fences will be of the “open” style and will not exceed four (4) feet in height.
- f. All fencing/screening will be preferably finished on both sides; at a minimum, the public-viewing side will be built of finished materials.
- g. Materials approved for fence construction include wood and composite material. Generally, all wooden materials should be left in their natural condition. If Owners choose to stain their wood fence, they must choose a semi-transparent or solid stain color from the list of approved colors as mentioned above. A clear transparent sealer may also be used. Approvable composite material colors are limited to Timberwolf Brand composite colors: Sequoia Red, Dark Walnut, Coastal Cedar, and Driftwood Grey (similar colors from other composite fence manufacturers will also be considered).
- h. No chain-link, chicken-wire or barbed-wire fencing enclosing a lot or portions of it will be allowed. Plastic coated or galvanized (dark color) protective wire mesh may be attached to the interior side of an open style (split rail, etc.) fence but may not extend above the fence. The only exception to this standard is that chain link dog pens may be approved by the Association. (See Section F above.)

- i. Compatibility of the requested fence style with any already existing fence on an adjacent lot should be considered.
- j. Only wood/composite material fencing or screening in the following fence styles are approved for use on properties located on any of the single-family detached home lots:
 - (1) Wyngate with or without Criss-Cross
 - (2) Solid Board
 - (3) Five Board Estate
 - (4) Mt. Vernon Picket
 - (5) Split Rail
 - (6) Four Board Paddock
 - (7) Rustic or Space Picket
 - (8) Monticello Arch
 - (9) Town & Country Picket and Alternating Picket
 - (10) Closed Picket
 - (11) Spaced Straight Picket
 - (12) Privacy with Lattice Accent, Closed Picket Accent, Open Picket Accent and Sunburst Accent
 - (13) Semi-Privacy and Alternating Picket

2. TOWNHOMES

- a. The only fence style allowed for townhouse properties is the ‘Alternating Board on Board’ fence (identical to the type installed by the builder).
- b. Fences will come no closer than two (2) feet from the front plane of the house. Fences must be installed behind the front plane(s) of a house.
- c. Privacy fence/screen sections will not exceed six (6) feet in height.
- d. Materials approved for fence construction include wood and composite material. All fencing/screening will be preferably finished on both sides; at a minimum, the public-viewing side will be built of finished materials. Approvable composite material colors are limited to Timberwolf Brand composite colors: Sequoia Red, Dark Walnut, Coastal Cedar, and Driftwood Grey (similar colors from other composite fence manufacturers will also be considered).
- e. Generally, all wooden materials should be left in their natural condition. If owners choose to stain their wood fence, they must choose a semi-transparent or solid stain color from the list of approved colors as mentioned above. A clear transparent sealer may also be used.

J. GAZEBOS

1. SINGLE-FAMILY DETACHED HOMES
 - a. Gazebos can be no larger than 16 feet in diameter as permitted by the Code of the County of Fairfax, Virginia.
 - b. Gazebos must be constructed of pressure treated wood, cedar, composite or vinyl materials, or powder coated steel. The roof material and color must be compatible with the house.
 - c. Gazebos integral or built into the deck shall be of the same or compatible material and color as the deck and securely attached to the deck.
 - d. Gazebos may only be constructed in the rear yard of the house.
2. TOWNHOMES
 - a. Townhomes are not permitted to construct gazebos.
3. Any deviations from these standards must be noted on the ACR form and will be reviewed on a case-by-case basis.

K. GREENHOUSES

1. Acceptable building materials are glass, Plexiglas, wood, aluminum and metal (no heavy/flexible plastic).
2. All greenhouses will be located in the rear of the property.
3. To avoid exterior clutter, horticulture tools and supplies must be stored out of public view or inside the constructed greenhouse.
4. SINGLE-FAMILY DETACHED HOMES
 - a. Greenhouses cannot exceed one hundred forty-four (144) square feet in floor area.
5. TOWNHOMES
 - a. The overall height cannot exceed six (6) feet six (6) inches and the greenhouse cannot exceed one hundred (100) square feet in floor area.

- b. One shed, one greenhouse or a combination shed/greenhouse totaling no more than one hundred (100) square feet is allowed; two separate structures are not permitted.

L. HANDRAILS

Approvable material for constructing handrails on the front entry stoop of single family detached homes or townhomes are wrought iron, wood and composite material. Wrought iron handrails can be black, brown or white in color. Application, installation and maintenance of wood/composite handrails must follow the current deck standards to include their limited color palette and materials.

M. LANDSCAPING AND PLANTING

Pursuant to Article VI, Section 6.11 of the Declaration, the land area not occupied by structures, hard-surfacing, vehicular driveways, or pedestrian paths, shall be kept planted or covered with grass not to exceed a height of six (6) inches, trees, shrubs, or other ground covering or landscaping; existing trees shall be retained, buffer areas established, and the natural contour of the land respected. No healthy tree of a diameter of more than four (4) inches, measured two (2) feet above the ground level, lying outside the approved building area, shall be removed without the express written authorization of the ARC. Trees may be removed without ARC approval within the approved building area which is defined as being located within a townhouse lot or within 25 feet of the foundation of a detached single family home. See policy resolution entitled, "Trees on Lots and Common Area".

An ACR is NOT required for the removal of dead or hazardous trees. Hazardous trees are defined as those trees that are uprooted, leaning noticeably, diseased, or otherwise damaged and pose a clear and imminent danger to persons or property. The ARC reserves the right to require special treatment of slopes, construction of walls and wells, and use of stone fills and drains to preserve trees that cannot otherwise be saved.

- 1. Generally, projects falling within the ARC's purview will be judged according to whether they:
 - a. Enhance the site and building.
 - b. Screen undesirable areas or views.
 - c. Establish acceptable relationships between buildings, parking, and adjacent properties.
 - d. Control drainage and erosion.

- e. Respect/enhance the community's natural environment.
2. The ARC encourages leaving portions of lots in their natural state. Please be advised that grass height must be six (6) inches or less.
3. The ARC encourages the planting of flowers and shrubbery along building foundations and sidewalks and driveway borders, provided such planting does not obstruct vehicular/pedestrian sightlines; such landscaping endeavors DO NOT require ARC approval.
4. Major landscaping projects that include any of the following DO require prior application to the ARC:
 - a. Alteration of the lot topography from that delivered to the original purchaser by the Developer or Participating Builder.
 - b. Rock gardens, except for those containing rocks that are less than three (3) feet tall or wide in total bulk.
 - c. Construction of raised landscaping planting boxes greater than six (6) inches in height or other structures in the front yard, such as driveway entrance boxes.
 - d. Addition of any artificial lawn materials or decorations such as statuary, artificial pools, birdbaths, lighting, etc., except for decorative statuary and birdbaths that are less than three (3) feet in height.
5. Minor landscaping projects do NOT require submissions of an ACR. This includes foundation plantings or specimen plantings. In general, landscape improvements of a small scale that do not materially alter the overall appearance of the lot involve a significant change in topography or grade (i.e. more than twelve (12) inches) and that are not of sufficient scale to constitute a natural structure will be exempt from the ARC review and approval process.

N. PLAY EQUIPMENT

1. Temporary semi-permanent children's play equipment such as sandboxes, children's temporary swimming pools having a depth of less than twenty four (24) inches, playhouses, and tents do not require ARC approval provided that such equipment is not more than six (6) feet high, is in good repair (including painting), and is installed behind the front plane of a house.
2. No temporary semi-permanent or permanent installation of play equipment is allowed

in the front of a residence. All play equipment that is used during the day and removed each evening does NOT require ARC approval.

3. Normally no toys of any kind (e.g., bicycles, tricycles, big wheels, tents, etc.) should be left out overnight in front yards.
4. Swing sets of any height that are permanently installed (via in-ground construction) require approval as to location. All equipment higher than six (6) feet shall require approval as to design, location, color, materials, and use.

O. PROPANE TANKS

For both single family detached homes and townhomes the installation of propane tanks requires a Fairfax County permit for a mechanical change.

1. The capacity of the above-ground tank cannot exceed 100 lbs. of propane.
2. Tanks must be screened from view by either plantings or lattice work.

P. RETAINING WALLS

1. Any retaining wall that is more than twelve (12) inches above existing grade shall be approved by the ARC before installation is initiated.
2. Retaining walls which divert ground water onto adjoining properties or which otherwise substantially change the existing drainage patterns will not be approved.

Q. SATELLITE DISHES & EXTERIOR ANTENNAS

Satellite dishes and antennas may be installed without prior approval of the ARC and do not require the submission of an ACR if they comply with the size and height limitations and other requirements/considerations found in Federal enabling statutes and regulations.² Satellite dishes and antennas that do not meet the above requirements are not permitted on Lots.³

² For example, see the regulations adopted by the Federal Communications Commission under the Telecommunications Act of 1996.

³ Section 6.15(d) of the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements states that "... no external or outside antennas of any kind shall be maintained." The Association cannot waive this restriction unless Federal or state enabling legislation overrides the Declaration.

Owners should repair or remove satellite dishes and antennas when they are damaged and consider removing them when they are no longer functional.

R. SHEDS

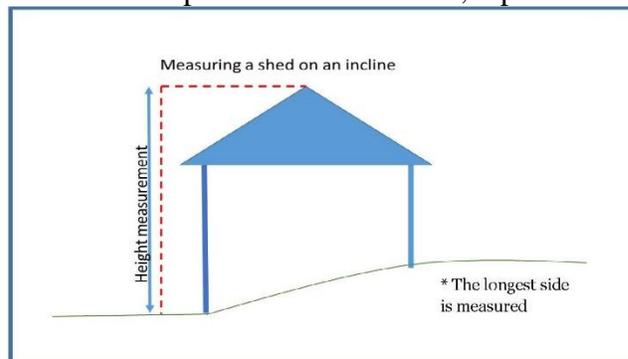
1. SINGLE-FAMILY DETACHED HOMES

- a. Sheds cannot exceed one hundred and fifty (150) gross square feet in floor area, unless a special exception is granted for unique reasons.
- b. Only one shed is normally allowed per lot, although a secondary shed may be considered provided that the total size of both sheds (when added together) would encompass no more than one hundred and fifty (150) square feet. Note that although a special exception may be granted for a larger shed, a Fairfax County permit must first be obtained for any single-family shed located closer than seven (7) feet from a property line, if that shed would be higher than eight and a half (8.5) feet and larger than one hundred and fifty (150) gross square feet.
- c. Sheds may be erected only in the rear yard.
- d. Sheds must be constructed on a stable foundation.
- e. Color and material must match or complement the house colors and materials.
- f. Sheds must be used for storage or for non-business craftwork (e.g., carpentry, painting, etc.); no home business or other repair work for hire may be conducted in the shed.
- g. Sheds in disrepair must be removed, replaced or repaired.

2. TOWNHOMES

- a. When installed, sheds cannot exceed eight and a half (8.5) feet in height and one hundred (100) gross square feet in floor area, unless a special exception is granted for unique reasons (or unless exactly like a 'Ryan-style' shed).

- b. Sheds may only be erected in the rear yard; special exceptions may be considered and allowed for end unit townhomes whose side yards are completely enclosed by fences.
- c. Sheds must be constructed on a stable foundation.
- d. Color and material must match or complement the house colors and materials.
- e. Sheds must be used for storage or for non-business craftwork (e.g. carpentry, painting, etc.); no home business or other repair work for hire may be conducted in the shed.
- g. Sheds in disrepair must be removed, replaced or repaired.



S. SHUTTERS

- 1. Homes which were constructed with shutters must maintain shutters.
- 2. Shutters may be either the louvered type or the solid panel type.
- 3. Shutters must be rectangular in shape.
- 4. Shutter color must be approved if it is changed from the existing color.

T. SIDEWALK & STOOP REPLACEMENT

- 1. Materials and colors
 - a. Basic concrete finish – must be a minimum four (4) inches poured concrete slab over two (2) inches of #57 stone with a broom swept finished surface.
 - b. Concrete pave finish – standard four (4) by eight (8) inch brick pavers

must be laid on a compacted five (5) inch #21-A stone base and leveled with a one inch layer of sand. All joints must be tight and broom swept. Walk must be secured with PVC or metal edging installed per manufacturer's specifications. Bricks must be mortared in place with mortar joints. All joints must be mortared and scored. Walk must be acid washed free of mortar residue.

- c. Brick Veneer finish – standard four (4) eight (8) inch clay or concrete brick may be used to veneer an existing concrete walk or a newly poured concrete walk. Bricks must be mortared in place with mortar joints. All joints must be mortared and scored. Walk must be acid washed free of mortar residue for a clean finish.
2. SINGLE-FAMILY DETACHED HOME owners may request permission to replace their front walkway and/or stoop using the following standards:
 - a. In addition to materials and colors shown above, the use of slate is also approved.
 - b. Approved colors for pavers and brick are white, grey, red brick, and slate.
 3. TOWNHOUSE owners may request permission to replace their front walkway and/or stoop using the following standards:
 - a. Replacement walk and stoop will conform to the same original shape and size of present walk and stoop.
 - b. If a brick veneer finish is applied, the brick edges must transition smoothly with the Association sidewalk.
 - c. Approved colors for the pavers and brick are light gray or white.

U. SIDING

In the event a homeowner wishes to replace the existing exterior siding on their home and will change the color, style, material, or panel width of the siding, they must apply for approval. No application is necessary if the homeowner intends to replace the existing siding with siding that matches the original color, style, material, and panel width.

1. Property Owners must comply with the following application procedures when requesting approval for a change in their exterior siding:
 - a. The applicant must specify whether he or she will be changing the style, color, material, or panel width of the siding.

- b. The applicant must provide a sample of the siding which clearly represents the size, material, color, style, and panel width of the siding to be installed on their home.
 - c. The applicant must provide a photograph of their home along with photographs of the contiguous homes for townhouses and adjacent homes for single-family detached homes.
2. The ARC shall make its decision based upon whether the new exterior siding is harmonious, in the judgment of the ARC, with the architectural character of the surrounding adjacent homes.
3. SINGLE-FAMILY DETACHED HOMES
- a. All siding on the house must match. Aluminum, vinyl or composite concrete (e.g. Hardie Plank) siding must be free of noticeable dents, rips, dirt, stains, algae, missing pieces or other defects.
 - b. Color Changes - Approvals for a change in the color of the siding are based on the original development plan for the community. Houses adjacent to each other may not have the same color siding. Preference for siding color is given to the property owner who is attempting to match his current siding color.
 - c. Material Changes – Approvable siding materials consist of aluminum, vinyl or composite concrete (e.g.: Hardie Plank). You must apply if you elect to change from the original “horizontal” siding profile to the “Dutch lap” profile. The exposed width of the siding panels can be four (4) to seven (7) inches.
 - d. ACR forms must include the following information:
 - (1) the current color of your house;
 - (2) the color of your neighbors’ houses on the left and right of your home;
 - (3) the name of the color you would like to change to (if you are changing the color);
 - (4) provide a small sample of the color;

- (5) indicate whether you will use aluminum, vinyl, or composite concrete (e.g. Hardie Plank) siding;
- (6) indicate whether the profile of the siding will match the original “horizontal” or if you will be changing to the “Dutch lap” profile; and
- (7) indicate the size of the panels.

4. TOWNHOMES

- a. All siding on the house must match. Aluminum, vinyl or composite concrete (e.g. Hardie Plank) siding must be free of noticeable dents, rips, dirt, stains, algae, missing pieces or other defects.
- b. Color Changes - Approvals for a change in the color of the siding are based on the original development plan for the community. Houses adjacent to each other may not have the same color siding. Preference for siding color is given to the property owner who is attempting to match his current siding color.
- c. Material Changes – Approvable siding materials consist of aluminum, v vinyl or composite concrete (e.g.: Hardie Plank). The exposed width of each siding panel must be four (4) – five (5) inches. This means you will need to choose siding that is “double 4” , “double 4 ½” , or “double 5””. You may replace your siding with either “double 4, 4 1/2 , or 5 horizontal” siding (this is similar to what was originally installed on the townhouses) or “double 4, 4 ½, or 5" Dutch lap” siding. Your contractor must make an effort to ensure that your siding lines up with the siding on the adjacent townhouses.
- d. You must apply if you are changing from aluminum to vinyl siding or changing the style of the siding from “horizontal” to “Dutch lap.”
- e. ACR forms must include the following information:
 - (1) the current color of your house;
 - (2) the color of your neighbors’ houses on the left and right of your home;
 - (3) the name of the color you would like to change to (if you are changing the color);

- (4) provide a small sample of the color;
 - (5) indicate whether you will use aluminum, vinyl, or composite concrete (e.g. Hardie Plank) siding;
 - (6) indicate whether the profile of the siding will match the original “horizontal” or if you will be changing to the “Dutch lap” profile; and
 - (7) indicate the size of the panels.
- f. Shed Issues - If you have a “Ryan” style shed (this is one that was built by the builder when the townhouses were first built), you may re-side it to match your home. Again the width of each panel must match exactly what is currently on your home. If you and your neighbor have a double shed and your neighbor is not replacing their siding, you may have your contractor replace the siding on your portion of the shed. However, they must finish off the ends of your siding and the neighbor’s siding where they meet in the center of the shed with a “j” channel.

V. SIGNS

1. In accordance with Article VI, Section 6.06 of the Declaration, the location, color, nature, size, design and construction of all signs shall be approved in writing by the Covenants Committee, and must be in keeping with the character and in accord with guidelines to be established by the Covenants Committee. Under the guidelines, the Architectural Review Committee (ARC) or Covenants Committee has determined that homeowners shall be limited to two nonpermanent/temporary signs per property. The signs must be maintained in neat appearance and good repair.
2. Except for signs related to active real estate sale and an ongoing construction project, no sign, advertisement, or message, other than for specific identification purposes (e.g., on-premises’ security and pet-control services), may be displayed on a lot or common area that offers or implies commercial or professional services for hire (e.g., for contractors or vendors). The signs shall be self-supporting and not attached to structures NFCA lampposts, trees, NFCA signs, NFCA mailboxes, posts, or fences.
3. Real estate signs must meet county regulations with respect to size and content. Such signs may be placed in the yard of the property advertised. All real estate signs must be removed within seven (7) days of contract acceptance. Real estate open-house signs are permitted on common area property only between Saturday, 7 a.m., and Sunday, 7 p.m. Any sign standing on common areas beyond approved hours will be removed. Signs for yard sales on a lot or on common areas may be put up no sooner than forty-eight (48) hours before the event and must be taken down no later than twenty four (24) hours after the event. All other miscellaneous/special activity-type

signs, e.g., military-homecoming; new baby birth; community/cultural event, etc. may be displayed for up to one (1) month without ARC approval, but will require ARC approval for longer than one (1) month.

4. Signs for political campaigns on lots may be displayed for thirty (30) days before and up to seven (7) days after the respective elections per county or state law. No signs for political campaigns shall be placed on the common area.
5. Definitions: A “permanent sign” is a sign having a function with no fixed end time. ‘Non-permanent’ or “temporary” sign is a sign having a function with a fixed time period. A “political campaign sign” is a sign related to voting in a primary election, a general election, or a proposition/referendum election per county, state, or Federal law. An ACR form/application is **NOT** required for a temporary/non-permanent sign that complies with the above standards.

W. SOLAR COLLECTORS

Hot water and forced hot air exterior solar collectors are considered reasonable energy conservation devices, which, if installed correctly and within certain specific community architectural standards or guidelines can be home market value enhancements.

1. Location
 - a. Solar collectors are usually roof mounted, but can be approved for mounting on the side of the house if the side mounted collector cannot be seen from the street, does not abut a neighbor’s home and does not rise above the roof-line. In general, only homes where collector-mounted side faces the woods will be considered for approval for side mounting.
 - b. Townhouse designs will be for rear/below roof-peak locations only.
 - c. Single family designs should not extend above the roof-peak.
 - d. Only house mounted collectors will be allowed.
 - e. No living trees will be trimmed or removed to accommodate collectors.
 - f. Roof Angle - If the collector is to be mounted on the front side of the roof (facing street, private drive, or pipe stem) the highest point of any portion of the panels will be no more than 24 inches (51degree angle) above or off the roof slope. If it is to be mounted on the rear side of the roof, collectors should be installed below the peak of the roof with no portion of the collector visible from immediately in front of the house (at curbside).

- g. Color - The collector should be of a dark color, non-reflective and anodized or painted so as to be minimally eye-catching.
- h. Design Plan- Each application for solar collectors will require a detailed descriptive brochure and/or reasonably complete line drawing which will outline the various characteristics of the collector and how it will appear when installed.

X. SWIMMING POOLS

- 1. Backyard swimming pools will be approved by the ARC only after careful consideration of the effect such a pool will have on neighboring lots.
- 2. Children's temporary swimming pools having a depth of less than twenty four (24) inches do not require approval.
- 3. The ARC will not consider an application for the construction of a backyard swimming pool unless the application is accompanied by an application for an acceptable fence design. The design shall conform to county regulations. The use of plantings in the vicinity of the pool is recommended to soften the effect of sound on the adjacent lots.
- 4. No swimming pool of any size or type may be installed in any front yard.

Y. TRASH

- 1. Trash bags and cans and recycling bins can only be placed out **after dark** on the night before or on the day of trash and/or recycle pickup. After dark on Sundays and Wednesdays are the earliest trash can be put out.
- 2. Trash can be placed out for pickup in **strong** sealed bags or lidded cans.
- 3. Trashcans/recycling bins must be removed promptly following trash pickup and shall be stored visually screened from all streets and adjacent and surrounding lots.

Z. WINDOWS

- 1. Window styles on the front of the house must match, and window styles on the rear of the house must match.
- 2. Property Owners wishing to replace their windows may replace the original

windows with **identical windows** without having to apply for approval from the ARC.

3. Property Owners wishing to change their window styles in any way must apply for and receive approval from the ARC **prior** to undertaking those changes.
4. Applications for changes must include the following information:
 - a. A picture of the home showing the windows to be replaced.
 - b. Specific information about the types and styles of windows to be used, including size of the windows and whether they will slide up and down or side to side; and a brochure or picture of the actual windows to be used.
5. TOWNHOMES
 - a. Double windows located near the main entry on the front of the house may be replaced with a “picture” or “bay” type window **if the original window is already set in a window box which extends out from the front plane of the house.** An application is required for this change.
 - b. In no case will a “picture” or “bay” type window be approved for use in an upper story window.

AA. WINDOWS: SCREENS AND GRIDS

1. Grids must be maintained in all windows or grids removed from all windows.
2. Screens must be maintained in all windows or removed from all windows.
3. Window styles on the front of the house must match, and window styles on the rear of the house must match.
 - a. If some of the front windows have grids, *all front* windows must have grids.
 - b. If some of the rear windows have grids, *all rear* windows must have grids.
 - c. If some of the windows on the front of the house have screens, all the windows on the front must have matching screens.
 - d. Screens can cover either all or half of the windows but must be consistent on all front windows. The same would hold true for the rear of the house.

- e. On a single family detached home with grids in the front windows – a bay or picture window can be free of grids if the side windows on the bay have grids.

BB. MISCELLANEOUS

- 1. Exterior lighting shall not be directed in such a manner as to create an annoyance to the neighbors.

Newington Forest Community Association (NFCA)
8201 Southrun Rd., Springfield, VA 22153
P: (703)451-8563 E: Inspections@NewingtonForest.org
www.NewingtonForest.org



Architectural Change Request Form

The Architectural Review Committee generally meets the 2nd Tuesday of each month. Applications are due the Friday before this meeting.

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner considering improvement of their deeded property must submit the following information to the Architectural Review Committee PRIOR to initiating work on the planned improvement:

1. Completed and signed Architectural Change Request form. **** ONE FORM PER REQUEST****
2. Complete & detailed building plans including specifications, materials, & color samples, as applicable.
3. Provide a Plat Map of your property showing where the improvement will be located. Plat maps are typically included with closing documents and may be obtained from the FFXCO Office of Zoning (703)222-1082 located at 12055 Government Center Pkwy., Fairfax, Virginia.
4. Photos of your property and/or the proposed change, as applicable.
5. Neighbor acknowledgement.

Owner Name: _____ Phone: _____
Property Address: _____ City _____ State _____ Zip _____
Mailing Address: _____ City _____ State _____ Zip _____
Email Address: _____ (Required)

Location of improvement (check actual areas that apply):

Front of dwelling Back of dwelling Side of dwelling Roof of dwelling Other _____

Type of Improvement:

Deck Landscaping Roof Replacement Windows
 Door Patio Shed Other _____
 Driveway Play Equipment Siding
 Fence RV Parking Tree Removal

Other Important Information:

Color Name (please include a color sample): _____

Materials: _____

Dimensions: _____

Additional Information: _____

FAILURE TO SUBMIT THE REQUESTED INFORMATION (ITEMS 1, 2, 3, 4 & 5) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. The Committee has the right to request that an owner remove any improvement installed without prior written approval. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.

RETURN COMPLETED FORM TO: Newington Forest Community Association, 8201 Southrun Road,
Springfield VA 22153 or via Email to Inspections@NewingtonForest.org

Homeowner's Acknowledgement (please read and initial):

- _____ All work must be completed in a professional workmanlike manner, nothing will be installed beyond the property line, and no portion of the alteration will encroach on the NFCA common ground.
- _____ All work must be completed within one (1) year of the date of approval by the ARC.
- _____ This approval does not waive the responsibility of obtaining any required local permits.
- _____ This application is subject to continued compliance with Newington Forest Covenants and Guidelines.
- _____ Drainage must not adversely affect neighboring property and/or the Common Area.
- _____ Check with Miss Utility (800-552-7001) for location of underground utilities.
- _____ Retain existing trees and the natural contour of the land.
- _____ Ensure a survey is completed before the installation of a fence.
- _____ Stumps must be removed, ground down, or cut flush with the ground level if located in public view.

I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet NFCA Standards as well as Fairfax County code, and that Committee approval does not override Fairfax County codes, but rather, is intended to work in conjunction with them. Additionally, I agree to obtain neighbors signatures acknowledging that they are aware of the planned improvements (neighbor signatures do not indicate approval of any improvements).

Homeowner Signature		Date
Neighbor Signature	Date	Address
Neighbor Signature	Date	Address

Do not write below this line

- The Architectural Review Committee (ARC) is pleased to inform you that your change request has been approved, subject to the conditions cited on this application.
- The Architectural Review Committee (ARC) regrets to inform you that your change request has been denied for the following reasons:
 - The change requested is in conflict with the Newington Forest Covenants, guidelines, or a Policy Resolution of the Board of Directors.
 - Additional information or clarification is needed (see attached). Until this information is received, reviewed and acted on by the Committee, no action should be taken on this change.

OFFICE USE ONLY 10/20

Received On: _____ Action Number: _____ Action: Approved Denied

ARC Rep Signature _____ Date _____ Final Inspection Date _____ Constructed as Applied

Comments: _____ Additional Review Needed

PLEASE CONTACT THE NFCA OFFICE TO SCHEDULE A FINAL INSPECTION WHEN THIS PROJECT IS COMPLETE.