

**ARCHITECTURAL GUIDELINES**  
**FOR**  
**FAIRFAX CLUB ESTATES**

Prepared by Architectural Control Committee  
September 1, 2006

## **EDITORIAL STATEMENT**

These architectural guidelines were prepared by the Architectural Control Committee and approved by the Fairfax Club Estates Homeowner's Association Board of Directors.

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## **Section I – GENERAL INFORMATION**

### **General**

These Guidelines have been developed to assist the Board of Directors and/or those persons serving as the Architectural Control Committee of the Fairfax Club Estates Homeowners Association (FCEHOA) conduct those reviews of alterations, additions, and changes to the buildings and grounds that collectively comprise Fairfax Club Estates (FCE) now and in the future. The architectural review process is intended to protect the property values in the community, to implement the architectural control and use requirements as defined in the Declaration (the “Covenants”) and to preserve the architectural integrity of the Fairfax Club Estates Homeowners Association. For these purposes, “architectural integrity” is defined as the maintenance of the appearance of the exterior of individual lots and dwellings and of the common areas of the FCEHOA streets and facilities which will enhance the value individually and collectively of the residences of members of the Association and promote and preserve the aesthetic appearance of the community as a whole.

The Guidelines may be amended. It is anticipated that the changes will involve clarification rather than substantive modification of the existing Guidelines. They may also be amended to reflect changed conditions or technology. Owners should submit to the FCEHOA Board of Directors, requests for additions or changes to the Guidelines. The actual amendment proceedings will involve public discussions and review by the Board of Directors. Amendments shall be adopted by the Board of Directors.

### **Protective Covenants**

The basic authority for maintaining the quality of design in FCE is founded in the Covenants, which are part of the deed to every property in this community. The intent of Covenant enforcement is to assure Owners that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community’s overall environment. Every property owner received a copy of the Covenants at settlement. This information should be read carefully by the owner. Since these Covenants “run with the land” they are binding on all owners whether or not they have been read. Owners contemplating an exterior change should familiarize themselves with the applicable covenants.

### **Basic Authority for Control**

Article VI of the Covenants explicitly states that certain exterior alterations require the approval of the ACC. Those requiring approval are specified in these Guidelines. In general, improvements, alterations, repairs, or other work which alter the exterior of any lot or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to the Declarations of the Covenants shall be made or done only with the prior approval of the ACC. An approved plan must be followed or a modification approved in accordance with these Guidelines.

### **Role of the FCEHOA**

The purpose of the FCEHOA of which every owner is a member is to provide for maintenance, preservation and architectural control of residential lots, and to own, improve, maintain, and preserve the Common Area to conserve and enhance the resources of the total community. The FCEHOA accomplishes these functions in a variety of ways, one of which is by ensuring, through the Architectural Guidelines, the retention of harmonious design qualities of the community – providing the assurance that is reflected in the preservation and enhancement of real estate values.

### **Membership of the ACC**

The Architectural Control Committee is composed of the President, Vice President and Secretary/Treasurer of the FCEHOA. The ACC may designate a representative (such as the ACC Chairperson) to act for it.

### **Role of the ACC**

The ACC performs its task of ensuring the aesthetic quality of the homes and their surroundings by establishing and monitoring the architectural review process. The ACC ensures that proposed exterior alterations comply with the objectives set forth in the Covenants and further described in these Guidelines.

### **Objectives of the Architectural Guidelines**

This document's overall objective is to assist owners in maintaining and enhancing FCE's carefully designed environment. The Guidelines address these types of improvements for which homeowners must submit applications to the ACC. They are not intended to be all-inclusive or exclusive, but rather as a guide to what may be done. The specific objectives are:

- a. To more clearly define and state community standards by which architectural review applications will be evaluated
- b. To describe the organization and procedures involved with the architectural standards established by the Covenants.
- c. To illustrate design principles which will aid Owners in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
- d. To assist Owners in preparing a complete application to the ACC.

- e. To provide uniform Guidelines to be used by the ACC in reviewing Owner applications in light of the goals set forth in the governing documents of the FCEHOA and these guidelines.

### **Review and Application Criteria**

The ACC evaluates all submissions on the individual merits of the application. The application form may be found at the end of these Guidelines and on the Fairfax Club Estates Home Owners Association web site at [www.fairfaxclubestates.com](http://www.fairfaxclubestates.com). Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and individual site, since what may be an acceptable design of an exterior in one instance may not be for another. Decisions made by the ACC in reviewing applications are not based on any individual's personal opinion or taste. Judgments are based on the following criteria, which represents in more specific terms the general standards of the Covenants.

- a. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
- b. Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the applicant's house, and in harmony with, adjoining houses and neighborhood setting. Compatibility is defined as similarity in architectural style, scale, quality of workmanship, similar use of materials, color and construction details. These Guidelines do not apply routine maintenance in which no change to the color, materials or structure will take place.
- c. Location and Impact on Neighbors. The proposed alteration relates favorably to the landscape, the existing structure and the neighborhood.
- d. Scale. The size in three dimensions of the proposed alteration should relate well to adjacent structures and its surroundings. For example, an excessively large addition to a house may be inappropriate.
- e. Color. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim should be matching in color and be compatible with adjoining houses, surroundings, and the larger community.
- f. Materials. Continuity is established by use of the same or compatible materials as were used in the original house.
- g. Workmanship. The quality of work should be equal to or better than that of the surrounding area.
- h. Timing. Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance for neighbors and the community. All

applications must include estimated completion dates. The authority granted by an approved application will be revoked automatically if the alteration has not been completed within 180 calendar days of the start of the project.

### **Applications**

Applications call for information helpful to the ACC including any additional information which may be useful in determining the scope and detail of the proposal.

There are no “automatic” approvals. For example, a homeowner who wishes to construct or rebuild a deck identical to one already approved by the ACC is still required to submit an application.

All applications may be submitted to the ACC Chairperson electronically or by mail. With the agreement of the ACC Chairperson, applications may be hand delivered. Contact information for the ACC Chairperson is available on the FCEHOA web site (<http://www.fairfaxclubestates.com>). Within thirty (30) calendar days of receipt, the ACC will notify the applicant of approval or disapproval and the reasons therefore. Incomplete applications will be returned to the applicant for resubmission. Specific application criteria are stated for individual changes described in Section II of these Guidelines.

The required 30 calendar days review period begins on the day of receipt of the application by the ACC. The ACC may conduct its own on-site review of the requested application and discuss the application with the Owner. Acceptable applications are those that conform to the Guidelines and include all the information required by the Guidelines (clear and concise drawings, explanation of style, color, etc.).

Approval, disapproval or request for resubmission (usually for additional information) will be sent to the applicant by form letter signed by the Chairman of the ACC.

### **Appeals of ACC Decisions**

An appeals procedure exists for an applicant whose application has been disapproved and for those affected by an ACC decision, if in their opinion:

- a. Proper procedures were not followed during the administration and review processes.
- b. The ACC decision did not have a rational basis.

To initiate the appeals procedure, applicants must submit a written request to a member of the ACC for an appeal within thirty (30) calendar days of receiving the ACC decision. Other affected Owners must submit written notice in the same manner. An Appeals Board consisting of the elected Board of Directors has been established by the Covenants to review cases.

**Enforcement Procedures**

Article VII, Section 1 of the Declaration states “...Failure by the Association or by an Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.”

The following enforcement procedures have been adopted by the Board of Directors.

- a. All violations will be confirmed by a site visit by a member of the ACC. A violation is defined as, but not limited to, work done without prior ACC approval, failing any of the criteria listed in the ‘Review and Application Criteria’ section, or not constructing to the design approved by the ACC.
- b. When a violation is reported, a violation notice will be sent immediately by certified mail to the Owner. The sources for reporting of violations will be:
  - 1) Concerned Owners
  - 2) Directors
  - 3) ACC observations during the normal course of FCEHOA business.
- c. The Board of Directors will conduct a hearing, receiving concerned owner input, consider ACC recommendations and take one of the following actions:
  - Dismiss the violation.
  - Hold the case in abeyance pending corrective action(s) to be completed by the property owner as specified by the Board of Directors.
  - Forward the case to the Board's attorney to begin legal action.

## **Section II – CHANGES WHICH REQUIRE ACC APPROVAL**

### **General**

This section lists changes common to this type of community and its residences which require approval by the ACC.

### **Common Application Contents**

- a. Site plan showing location of proposed change and its relationship to property and adjacent houses. It is strongly suggested that a copy of the survey done at settlement be used for this purpose.
- b. Detailed drawings and plans including exterior elevations and dimension.
- c. Description of materials including type of siding on dwelling and proposed structure, color or proposed structure and trim, exterior lighting arrangements, etc.
- d. Landscape plans.
- e. Estimated start and completion date.

It is suggested that the final application be a duplicate of those documents which are submitted to Fairfax County for a building permit, if applicable, and should also include colors, materials, and drawings or photographs as required, to illustrate the relation of the change to the applicant's house and adjacent houses where necessary.

## **Fencing**

### **General Guidelines for Fencing**

Fencing is used to separate property, provide security and visual privacy or to architecturally define space. In achieving any of these goals, a barrier is created which has both visual and physical impact on the boundaries of properties of adjacent homeowners. Careful consideration should be given to the basic fencing concept and the manner in which the concept is executed with respect to the impact on the owner's property and that of adjacent neighbors.

Fence height should not be greater than is necessary for its intended use since fencing can have a significant impact on adjoining properties and community open space. It is desirable that the height and design of fences should generally conform to other fencing in the neighborhood. Fencing should relate to the principal architectural feature of the house in design, location, and the way in which it connects to the house.

Fences which appear to be in a neighbor's front yard due to lot configuration should be landscaped. The tops of all fences should be maintained horizontal if practicable. In cases of slopes in excess of 18%, the top of the fence should be aligned to maintain this constant angle of incline over the slope, presenting a straight line. The constant angle of the incline should be maintained for as great a length as is feasible. The bottom of the fence should not be more than 6 to 12 inches above grade at any point depending on fence type. The bottom of vertical fence members may conform to ground contours to eliminate gaps. Vertical members should be plumb and generally not extend beyond the uppermost horizontal portion of the fence except in a "picket" style fence.

Gates should be compatible to fencing in design, materials, height and color.

Fencing should be compatible with the applicant's house, but it should also be appropriate for its intended purpose. Where the homeowner's goal is property separation but not privacy, an "open" fence is appropriate. Open fences provide visual definition of property boundaries without obstructing views.

Property line fences should not be counted on to provide security for dogs.

Vertical fencing of sufficient height would be more appropriate than horizontal fencing for safety reasons since the latter may easily be climbed by small children.

In selecting a fence type it is important to remember that the homeowner's functional needs should consider the prevailing fence styles in the neighborhood. Location, height, materials and color are the primary factors which should be considered.

Fencing should never visually compete with or dominate a house.

### **Specific Guidelines and Prohibitions**

Unpainted (natural) wood fencing is the preferred fence material. Metal chain link fencing is not recommended. However, it may be approved provided that an extensive planting scheme is used in conjunction with the chain link fence to soften the visual impact, particularly on those sides easily visible from the street.

Fencing which is finished on only one side must be erected with the finished side facing out.

No fencing is permissible forward of the front line of the house.

### **Application Contents**

In addition to the general requirements discussed in the section on Common Application Contents previously, the following items must be addressed on all applications for fences:

- a. Fence style and material.
- b. Color
- c. Dimension.
- d. Site Plan which shows the relationship of the fence to adjacent houses and to property lines. In all cases, fencing must follow the boundary line. Therefore, applications must show the exact relationship of the home with the property lines.
- e. Architectural style and color of the house.
- f. Reason for fencing – separate property, provide security or visual privacy, or architecturally define space.

### **Porches, Patios and Decks**

#### **Specific Guidelines and Prohibitions**

Decks in the front or side yard will not be permitted.

The use of natural weather treated wood for deck construction is encouraged. However, the ACC recognizes the increasing availability and desirability of manufactured decking material, and considers it an acceptable alternative. Painted wood should match the trim or dominant color of the applicant's house. Wood such as redwood, cedar and pressure-treated pine should either be allowed to weather naturally or toned preservatives applied to protect the wood.

If changes in grade are contemplated, consideration should be given to draining of adjacent properties. In planning patio construction, serious consideration should be given to using ground level surfaces of porous materials or using mulched beds to offset the additional non-porous patio area. This is necessary to mitigate drainage problems. Changes in the rate or direction of water drainage must not adversely affect any property.

### **Application Contents**

In addition to the general requirements discussed in the section on Common Application Contents previously, the following items must be addressed on all applications for porches, patios and decks:

- a. Site plan showing the size of the porch, patio or deck and location as it relates to the applicant's house, adjacent houses and the property line.
- b. Drawing showing the dimensions and style of the porch, patio or deck details of railings and stairs, benches, etc.
- c. Description of materials, color, grading and draining changes if appropriate. State if the color of the porch or deck will match the color of the house or trim, specify color of the house, trim and proposed porch or deck.
- d. Height of the deck off the ground.

### **Solar Collectors**

#### **General Guidelines**

No attempt is made in these Guidelines to detail the variety of solar collectors and their application and installation. Approval by the ACC will consider their value as energy conserving devices versus their possible adverse visual impact on the neighbors and the general neighborhood.

Applications for solar collectors constructed on any lot, or attached to the dwelling, are required. They will be evaluated by the ACC for approval on a case-by-case basis.

#### **Application Contents**

In addition to the general requirements discussed in the section on Common Application Contents previously, the following items must be addressed on all applications for solar collectors:

Provide a manufacturer's/installer's brochure which shows the type of solar collector to be used, its anticipated location and its dimensions.

### **Satellite Dishes**

#### **General Guidelines**

No attempt is made in these Guidelines to detail the variety of satellite dishes and their installation. However, the Association may prohibit antennas in excess of 1 meter in diameter, or masts that extend more than 12 feet above the roof line.

Applications for satellite dishes to be attached to the dwelling are required. They will be evaluated by the ACC for approval on a case-by-case basis.

### **Application Contents**

In addition to the general requirements discussed in the section on Common Application Contents previously, the following items must be addressed on all applications for satellite dishes:

Provide a manufacturer's/installer's brochure which shows the type of satellite dish to be installed, its anticipated location and its dimensions.

### **Additions or Garage Conversions**

#### **General Guidelines**

The Board of Directors and the ACC are sympathetic to the desire of some homeowners for additional living space. Nevertheless, it is felt that the overall interests of the FCE homeowners will be best served by closely monitoring dwelling modifications for this purpose.

Article VI, Section 8 of the Declaration states that “no...garage (or basement)...shall be used on any Lot at any time as a residence either temporarily or permanently.” A garage (or basement) shall not be converted to a separate dwelling unit. However, there is no specific prohibition on the use of garage space as part of the single-family residence.

In planning for construction, follow closely the architectural criteria which the ACC will use for review of your application as stated in Section I of these Guidelines. In particular, be especially aware of the need to maintain compatibility with the architectural characteristics of your dwelling, adjoining houses and the neighborhood.

#### **Application Contents**

In addition to the general requirements discussed in the section on Common Application Contents previously, the following items must be addressed on all applications for additions or garage conversions:

- a. Site plan which shows relationship of proposed construction to the main residence.
- b. Conceptual drawing of space after completion which shows doors, windows, etc.
- c. Description of exterior materials to be used (roof, siding, etc.) to include colors and type.
- d. Dimensions.

## **Changes in Exterior Siding, Trim, Roof, Door, or Shutter Color**

### **General Guidelines**

The architectural style and color of residence in FCE were selected originally to be mutually complementary, while maintaining some degree of individuality. To maintain the original architectural balance, the ACC must exercise control over any conflicting changes in trim, siding or roof color. To that end, an application is required if repainting, re-siding or re-roofing is contemplated that will deviate from original colors.

### **Application Contents**

In addition to the general requirements discussed in the section on Common Application Contents previously, the following items must be addressed on all applications for changes in exterior siding, trim or roof color:

Provide a description of the current colors and roofing material, if appropriate, and the intended change in trim or siding color and roof material and color. This applies to the basic residence and any appurtenant structures.