

# Maintenance Guidelines

Property ownership in Ashburn Farm Association includes the responsibility to maintain your property / lot and all structures therein, in accordance with the Governing documents and Architectural Guidelines for the Ashburn Farm Association. The following is a list of property violations, and corrective action to be taken to resolve any of the violations explained below. The Association recommends consulting a general contractor or some other professional in the field before making any repairs. Curb appeal is directly tied to property maintenance, which affects the visual character of and value of the property and neighboring properties.

## Decks

Consideration must be given to long term weathering effects such as mildew, mold, rot, and warping, protruding nails, cracking boards, etc... The deck should be cleaned and sealed regularly, as well as the deck be visually inspected for mildew, mold, rot, and warping, protruding nails, cracking boards, etc... and repaired, or replaced as needed. If the deck has had a stain or paint applied, that stain or paint will need to be reapplied at regular intervals to ensure the stain is still protecting the wood as well as it is not faded, peeling etc... detracting from the overall appearance of the deck. **FYI: The Guidelines state that Painted decks are not permitted.**

## Driveways and Pipe Stems

- Asphalt driveways and pipe stems fail for a number of reasons, but the main cause is raveling, which is caused by exposure to the sun and standing water that decays the binder in the asphalt. Erosion of the base material can cause sink holes and bird baths that can allow water to stand on the asphalt speeding the raveling that can occur.
- Sunlight evaporates the oils and binders in the mix, drying out the pavement (causing it to turn a gray color). Hairline cracks start to develop allowing water to seep in and further erode the surface. This is when seal coating and crack filling should be done to maintain the asphalt.
- Raveling, which is an ongoing separation of the aggregate particles from the pavement surface.
- If left unchecked, the cracks and raveling will worsen until water starts to erode the base material and eventually starts to cause potholes and grade depressions. If this level of deterioration has occurred, then replacement of

the affected areas must occur to restore the driveway or pipe stem, and will need to be corrected by the homeowner(s).

### Fencing

Consideration must be given to long term weathering effects such as mold, mildew, rot, and warping, protruding nails, cracked or missing boards etc... The fence should be properly maintained by regular cleaning and applying a stain or colorless sealant, as well as the fence should be repaired, or damaged sections replaced on an “as needed” basis. Fences with either broken, missing warped or otherwise damages boards or hardware or are leaning off the property line must be repaired and aligned to the property boundaries. Any repairs must match existing fence style and color. To put it simply, replace “like” with “like”.

### Gardens

All gardens must be neatly maintained. This includes, but is not limited to the removal of all unused tools, amendments, stakes, fencing, removal of dead growth, ensuring that the plants do not overgrow the space, etc...

### Exterior Appearance

Homeowners are responsible for maintaining the exterior of all structures on their lot; including but not limited to: home, garage, shed, deck or patio, play structure, fencing, driveway, etc... The following is a list of conditions that are a violation of the Governing Documents including the Architectural Guidelines of the Ashburn Farm HOA.

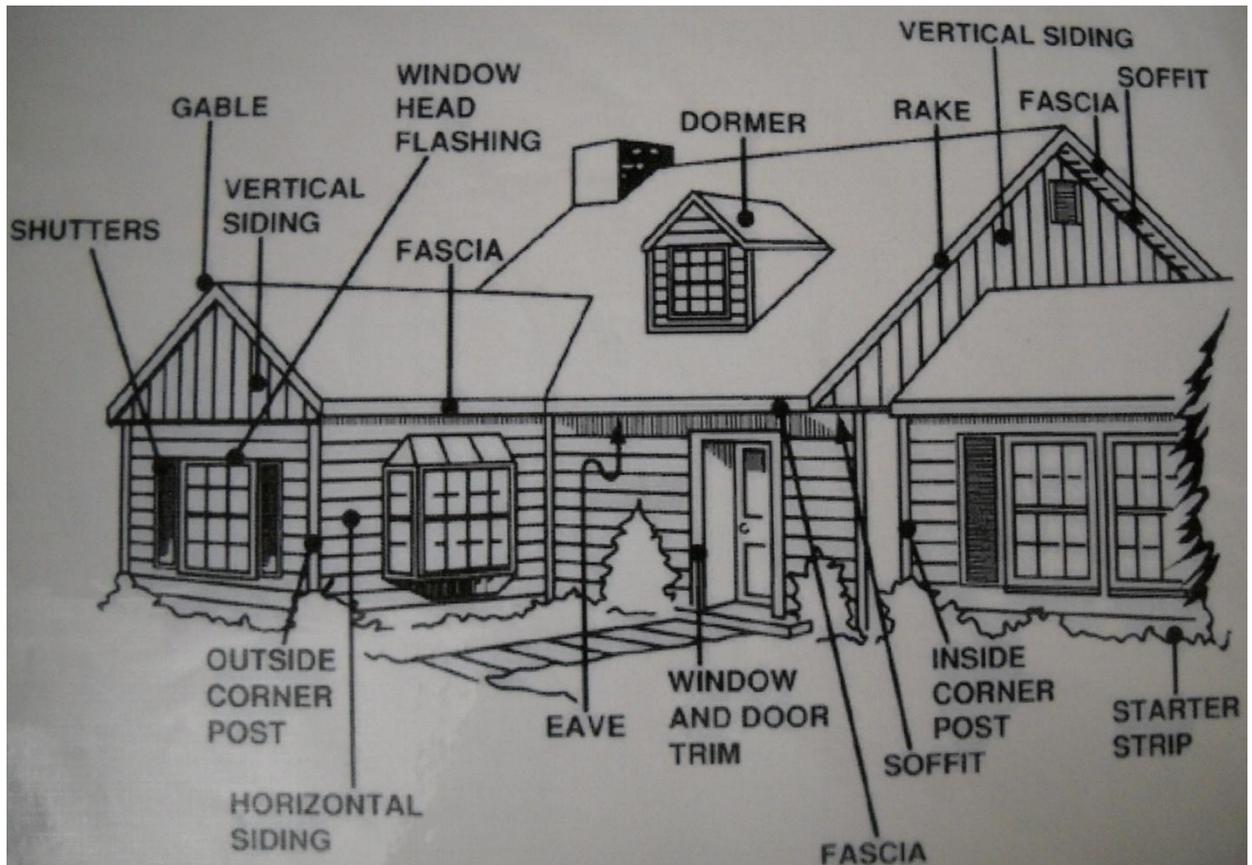
- Peeling, blistering or faded paint on the exterior of the home, shed, garage, or other structure, damaged, mildew, mold, stained, or discolored siding, damaged or rotted wood, around door frames, window frames, garage doors, etc.
- Exposed bare wood on any exterior area of the house, shed, garage, or other structure.
- Rotted or otherwise damaged wood
- Two or more mismatched paint colors
- *Corrective action for peeling, blistering faded paint, bare or rotted wood, or mismatched paint colors, entails the removal of any dirt, dust, loose paint, damaged, soft or rotted wood. Prime the area with an exterior primer and repaint the area to match the existing color scheme and paint adjoining the repaired area.*
- Rust, dirt, mildew, mold etc... which is visible on the exterior of the home, shed, garage or other structure.

- *Corrective action for rust, dirt, mold, mildew etc... on an exterior structure entails washing, scrubbing or otherwise cleaning the area to remove all dirt, grime, mildew, staining, etc... from the structure.*
- Broken, missing, or faded shutters,
- Broken windows, missing or ripped/torn screens, or missing or damaged window grids.
- *Corrective action for damaged or missing shutters, windows, window grids, or window screens is to replace or repair the damage item, ensuring that the style, color etc... match the remaining windows or shutters. Faded shutters can be painted to match the existing, or replaced with a matching shutter.*
- Mailboxes and/or posts that are not the correct color, faded, rusted, dented, missing parts etc...
- *Corrective action for a damaged or incorrectly colored mailbox or post is to ensure that the stain used to paint the mailbox post is Olympic Cocoa or an ARB approved equivalent, and that any rust, peeling paint etc... is removed and repainted or the mailbox replaced.*
- Playground equipment that is rusted, broken, or in need of repainting or repair.
- *Corrective action for damaged or rusted playground equipment entails replacing or repairing any missing or damaged parts, and stripping rust or loose paint down to bare metal, priming the area with a exterior metal primer and repainting the area to match closely to the original color scheme.*
- Fences with either broken, warped, rotted, pickets, or is misaligned or leaning off the property line, missing parts or has mold, mildew, fungus, faded stain or paint etc...
- *Corrective action for dirty, mildew stained, faded paint or stain, warping or otherwise damaged fencing will require that the damaged or missing section of fencing be repaired or replaced in accordance with building practices in the area or return it to its original condition. Dirt or mold and mildew staining will require washing, scrubbing, or otherwise cleaning all surfaces of the fence. Faded, peeling or worn paint or stain will need to have any dirt or loose paint or stain removed and the area repainted or stained to match the existing color.*

- Decks with protruding nails, cracked or otherwise damaged boards, loose railings, mold, mildew or other staining, mismatched wood stain, or incomplete staining is a violation.
- *Corrective action for violations regarding decks will require that any warped, cracking or otherwise damaged boards be replaced. Any nails, screws etc... protruding above any deck surface must be pounded flush or replaced with a ring shank nail or screw. Any loose boards, railings etc... must be properly secured in accordance with good building practices, adhering to all local and state building codes. Mildew, mold or dirt staining will need to be removed via washing, scrubbing or some other means of washing the surface to remove all dirt, stains, etc... Mismatched color stain or paint, or partially painted or stained decks, railings etc... must be returned to one solid approved color.*
- Unpainted concrete or masonry block foundations, or masonry or block foundations with peeling or lose paint, large cracks loose or damaged parging or other noticeable defects.
- *Corrective action for violations regarding a concrete or cement block foundation would require that any loose paint, concrete, parging etc... be removed any cracks be repaired, (always consult a foundation professional when repairing cracks etc...) the surface be smoothed out and painted to match the other areas of the foundation or otherwise matching the color scheme of the home.*
- Rusting or corroding metal railings rust stains on steps and landings.
- *Corrective action regarding violations with rusting or corroding metal railings, or rust stains on the stoop, landing or steps will require that any rusted metal, scale rust, or otherwise damaged metal of the railing be stabilized with a rust converter or the area stripped down to bare metal and the area repainted to match the rest of the railing. To remove rust stains from concrete, stone, etc... chemicals like CLR or Wink may remove some stains, more stubborn stains may require that the area be etched or commercially cleaned.*
- Missing, damaged or unsecured gutters and downspouts
- *Corrective action for damaged, or unsecured rain gutters or downspouts would require that the damaged or unattached, or unsecured sections of rain gutter or downspout be secured to the home in accordance to good building practices.*

- Mismatched paint colors (e.g., after making a repair or addition the repaired area does not seamlessly match the existing color of the structure).
- *Corrective action to correct mismatched (two tone) paint would require that the entire area be painted one solid color that matches the color scheme on the home.*
- Excessive pet waste in the yard or common area.
- *Corrective action for excessive pet waste would require that the pet waste be removed in accordance with the Loudoun County Health Department and Animal Control.*

The diagram below lists some of the terms that will be used when describing violations and their location on your home.



## Outdoor Lampposts

- Non-working bulbs or photocells must be replaced or repaired immediately. If the post or lamp head is badly faded, damaged or otherwise inoperable it must be repaired or replaced.
- *Corrective action for violations regarding outdoor lamp & lamppost would be to ensure that all bulbs are operational and that the photo control (photocell) is working properly. Electrical repairs should be completed by a licensed electrician. Regarding damaged finish or paint of the lamppost or lamp head would require that the post or lamp head be repainted to match the existing finish of the lamppost or lamp head.*

## Mowing & Landscape

All Ashburn Farm homeowners are responsible to maintain their entire lawn and landscape out to the curb, including utility and VDOT easements. At times, some corner lots include an area that is considered common area by the Association and is maintained by our landscape service. These areas are primarily along the major roadways – Ashburn Farm Parkway, Hay Road, and Claiborne Parkway. Corner houses inside of the major roadways must maintain the entire property out to the curb.

- Turf areas (lawn) need to be mowed at regular intervals, maintaining a maximum height of six (6) inches.
- *Corrective action for grass exceeding 6 inches of height growth over six (6) inches will need to be mowed.*
- Edging and trimming around plant beds, sidewalks, foundations, decks, mailboxes, etc. must be maintained as not to overhang the sidewalk, foundation, plant bed etc...
- *Corrective action for long grass of vegetation along walks, planting beds, foundations etc... would require that the vegetation be mowed, trimmed or cut.*
- Lawns must be kept free of broadleaf weeds, like clover, dandelions, plantain etc...
- *Corrective action for excessive broadleaf weeds would require a post emergent treatment of broadleaf weeds with a product that specifically claims to control or eradicate various broadleaf weeds.*

- Vines and/or Ivy plants are to be maintained as not to touch, climb or cling to the siding or structure of a home, garage, shed, mailbox and post...
- *Corrective action regarding vines growing on a home, garage, shed or mailbox and post would require that the vines and all remnants be removed from the structure.*

### Plant Beds

- Landscape beds are to be neatly maintained. This includes regular pruning, removal of dead growth and flowers; as well as the removal of trellises when not in use.
- The plant beds must be kept in a neat and orderly manner, free of weeds.
- Edging and trimming should be done regularly around plant beds, sidewalks, foundations, etc. to maintain a uniform appearance throughout the landscape.
- Planting along sidewalks cannot extend or protrude onto the sidewalk area; plants must be kept trimmed so they are even with the sidewalk.
- *Corrective action for violations regarding plant beds will require that the any weeds, dead plants, leaves, or debris be removed. Any plants that hang over plant bed edging, sidewalks etc... must be pruned or trimmed to be kept within the edging and not overhang and must maintain a uniform appearance.*

### Lawn and Garden Fertilization

- A healthy vigorous lawn will prevent weeds naturally through competition for nutrients and water. Regular fertilization and weed control will ensure a healthy weed free lawn.
- Special care should be taken when applying fertilizer. If applied incorrectly, the fertilizer can leave dark green stripes throughout your yard, leaving an undesirable appearance.
- There are products that control broadleaf weeds in established lawns and planting beds.

### Roofs

- Inspection of shingles should be done on a regular basis specifically looking for shingles that are cracked, have missing tabs or are otherwise damaged.
- *Corrective action regarding roofing would require that any shingles that are cracked, have missing tabs or are otherwise damaged should be replaced to match existing shingles.*

### Trash Service and Removal

- Trash bags, cans, bins, recycle bins, etc... are not to be placed at the curb until 6PM the night before pick-up regular pick up days (Mondays and Thursdays), and must be removed from the curb the same day as pick up, not to do so is a violation.
- Each resident is responsible for picking up litter on his/her property and preventing wind-blown debris originating from his/her property by placing trash or recyclables in the appropriate bag and tying the top of the bag securely.
- *Corrective action regarding trash violations will require that you abide by the published trash guidelines of Ashburn Farm Association.*

### Trees and Shrubs

- In order to facilitate movement of pedestrians and sight lines required for vehicular traffic, trees and shrubs that overhang sidewalks and common driveways (pipestems), obscure traffic signs, etc. must be pruned to keep these areas free from obstructions.
- Tree branches overhanging sidewalks and walkways should be pruned to allow 96” (inches) or 8’ (feet) of clearance in height from the ground level.
- Stumps should be removed at the same time as the tree, or as soon after as possible and must be ground down a minimum of 12” (inches) below grade including any roots, suckers etc...
- Dead tree, shrubs, perennials, annuals etc... must be removed from your landscape.
- *Corrective action regarding tree and shrub violations will require that any trees, shrubs or plantings not obstruct the line of sight require for vehicular and pedestrian traffic. Any tree, shrub or plant branches, limbs etc... must be kept a minimum of 96” (inches) or 8’ (feet) and that any stumps left by a tree or shrub removal be ground out a minimum of twelve (12) inches below grade, or removed.*

### Sheds

All sheds must be cleaned and maintained just as your home exterior would be maintained and must follow a matching color scheme.

*Corrective action regarding sheds would require that the shed meets the published guideline in the Governing Document and Architectural Guidelines of Ashburn Farm Association and that it be maintained in the same fashion and to the same standards as the home on the property. SEE EXTERIOR APPEARANCE.*

### Snow Removal

See the Loudoun County Ordinance for removal of snow and ice (Chapter 1022) – 1022.01. You can access the Codified Ordinances from the Loudoun County Website at [www.loudoun.gov](http://www.loudoun.gov). The Ashburn Farm Association relies on Loudoun County enforcement of its ordinances to enforce snow removal from sidewalks.

The responsibility of clearing sidewalks abutting private property is the owner / tenants of said private property.

Sand may be used as an abrasive when necessary, but the use of any rock salt or any other deicing salts, that are known to cause concrete deterioration, is prohibited on Association owned property.

**GLOSSARY OF TERMS for use in better understanding Ashburn Farm HOA guidelines, applying for exterior changes, and understanding lot-by-lot or violation notices.**

| <b>TERM</b>  | <b>DEFINITION</b>   |
|--|---|
| <b>ADJACENT PROPERTY</b>                                       | <b>All property, including AVCA Common Area, which immediately borders, or has a direct view of an applicant's property.</b>  |
| <b>AESTHETICS</b>  | <b>The philosophy of beauty.</b>  |
| <b>ARBOR</b>   | <b>A vertical, decorative latticework structure, usually for supporting plantings. It typically has two sides and a top, and allows passage of an individual through it.</b>  |
| <b>ARCHITECTURAL and ENVIRONMENTAL REVIEW COMMITTEE (AERC)</b> | <b>A volunteer committee who's primary objective is ensuring that all modifications, additions or alterations meet the requirements and standards set forth in the AVCA governing documents and to provide recommendations as issues arise.</b> |
| <b>ATTACHED HOME</b>   | <b>A town home or single family attached home that is immediately next to and fastened to the next unit.</b>  |
| <b>BALLUSTER</b>   | <b>The upright portion of the row of supports for a deck or porch railing.</b>  |
| <b>BAY WINDOW</b>  | <b>A window projecting outward from the main wall of a house.</b>   |
| <b>BOARD-ON-BOARD(fence style)</b>                             | <b>A fence consisting of posts, horizontal and vertical slats in which the vertical members are fastened to alternating sides of the rails, with a rail cap fastened along the top. Also known as alternating board.</b>                        |

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| <b>BUILDING RESTRICTIONLINE (BRL)</b> | <b>The line established by the setback requirements, which separates the buildable portion of the lot from the portion into which non-exempt structures must not encroach. BRLs usually appear on property plats.</b> |
| <b>COLUMN</b>                         | <b>A vertical support ,or decorative element, consisting of a base, shaft, and capital, usually cylindrical.</b>  |
| <b>DETACHED HOME</b>                  | <b>A single family home not attached to any other unit.</b>   |
| <b>DORMER WINDOW</b>                  | <b>A vertically framed window that projects from a sloping roof and has a roof of its own.</b>  |
| <b>EAVE</b>                           | <b>The overhang at the lower edge of the roof that usually projects out over the walls.</b>   |
| <b>ELEVATION</b>                      | <b>A two dimensional drawing or representation of an exterior face of a building in its entirety. (rear elevation, side elevation, front elevation, etc.)</b>   |
| <b>FANLIGHT(window)</b>               | <b>Semi-circular window over a doorway or another window.</b>   |
| <b>FASCIA</b>                         | <b>Facing band along the top of a wall just below the roof.</b>   |
| <b>FLASHING</b>                       | <b>Aluminum or other materials used to make the joint between attached home roofs, or similar transitional edges, weather-tight.</b>  |
| <b>GABLE</b>                          | <b>The triangular portion of the end of a dwelling formed by the slope of the roof and the top of the uppermost story.</b>  |
| <b>GABLE VENT</b>                     | <b>A vent located in the gable of a dwelling.</b>   |
| <b>GAZEBO</b>                         | <b>A six-sided stand alone structure with a roof.</b>   |

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| <b>GUTTER</b>                     | The trough that serves as the water removal component of roofing, mounted along the lowest edges of a roof.   |
| <b>LATTICE</b>                    | A one dimensional structure of open crossed strips of wood used as a screen or support.   |
| <b>MOUNT VERNON (fence style)</b> | A style of picket fence with a scoop/scallop cut along the top edge of the fence, without a rail cap fastened along the top.  |
| <b>MULLIONS &amp; MUNTINS</b>     | The wood strips or simulated wood strips making up a grid, creating the framework for panes of glass in a window or giving the illusion of panes of glass. Also referred to as grilles or divided lights.   |
| <b>PERGOLA</b>                    | A structure, similar to an arbor, with lattice roofing. Most commonly used as a deck feature for hanging and supporting plantings.  |
| <b>PICKET(fence style)</b>        | A fence consisting of posts, horizontal rails and narrow vertical slats with a comparable space between slats, fastened to the same side of the rails with no rail cap fastened along the top.  |
| <b>PLAT</b>                       | A legal scale drawing representing a piece of land that constitutes a property lot. This document is obtained at the owner's property settlement, or closing. If you do not have a copy of your plat, contact the lending institution from which the mortgage was obtained. |
| <b>RAKEBOARDS</b>                 | Diagonal trim running alongside edge of roof shingles. Attached homes, most often, have rakeboards visible from only the front or rear of the unit depending on whether it staggers forward or rear from the neighboring units.   |
| <b>ROOF RIDGE VENT</b>            | An opening along the peak of the roof used for ventilation purposes.  |

**SIDELITE(window)**

**A window at the side of a door or another window.**

**SOFFIT**

**The finished underside of an eave, usually aluminum or vinyl, and may be solid or perforated.**

**TRANSOM**

**A window opening above a door or the horizontal division or cross-bar in a window.**

**TRELLIS**

**A lattice structure on which vines and plants grow.**

**TRIM**

**All framing around windows and doors, including decorative mantles, pediments, and other edging on outside of house.**

**WIDOW'S PORCH**

**Decorative/non-functional small roof deck with guardrail.**

