

Ashburn Farm Association Architectural Design & Maintenance Standards

The majority of the land on which Ashburn Farm is located was originally known as Farmwell Plantation, but then a portion was sold to, or inherited by, John Janney, a Delegate for Loudoun County until his death in the late 1800's. Mr. Janney called the area Ashburn Farm because of close family friends with the same name. The land was eventually sold to Senator William Stewart, later being further divided and sold. The last owner was the Gray Family, who operated a dairy farm on the land. A windmill was salvaged and restored from the Gray estate and now stands with a large "Ohio Buckeye" tree near the Windmill Community Center.

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Explanation of Annual Inspection Process

The Ashburn Farm Association is continuing its annual inspections of each property for compliance with the Covenants and Architectural Design & Maintenance Standards to ensure that home values are not impacted by a lack of maintenance or unapproved modifications. The Association will be reviewing each single family and townhome lot & property for compliance as required by the Covenants of the Association. The annual inspections are a response by the Board and staff based on the feedback received from the community to better enforce the Covenants and Architectural Design & Maintenance Standards of the Association. As the community continues to age, now going on its third decade, there is a genuine need for continued property maintenance.

The annual inspection process is a complete review of each lot and the exterior of the structures therein using the governing documents, including the Covenants & Architectural Design & Maintenance Standards as the benchmark. The exterior of the home, as well as any other structure or improvement to the property, will be visually inspected for maintenance issues like dirty or discolored siding, faded or mismatched paint, torn screens, rotted wood around doors, eves, etc. Simply put . . . your lot should be tidy and the exterior of any structures, modifications, etc. be maintained in good condition and clean! An easement to inspect each lot and the structures therein, is provided for in the Covenants of the Association, Article VII, Section 4, provides an easement in favor of the Association for ingress and egress on any Lot to inspect the property for compliance with the Governing Documents and Architectural standards. This requires a minimum of three days prior notice of the inspection and that the inspection be performed during reasonable hours. Notice is provided for by this publication, as well as by the announcements in the newsletter and the signs placed at the entrance to each neighborhood at least 3 days in advance of any inspection.

To avoid receiving violations, please perform a visual inspection of your home and take steps to correct any violations, like dirty/stained siding or peeling paint, that you identify. If you have made a modification to your home or an improvement to your lot and have not filed an Exterior Alteration Application with the Association Office, please do so as soon as possible to avoid receiving a violation for an unapproved modification. The Exterior Alteration Application and other information is available in the Association Office or online at www.ashburnfarmassociation.org.

If you do receive a letter from the Association noting a violation of the Covenants & Standards, it is simply a first request to remedy the issue(s) noted and will not result in fines if remedied during the 90-day compliance period, prior to the compliance date provided in the letter. The Covenants Enforcement Policy provides an initial 90-day compliance period, before a follow-up inspection is performed. If additional time is necessary to complete the repairs because of scheduling conflicts, budgeting purposes or hardship, an extension request must be made to the Board of Trustees prior to the compliance date noted in the first violation notification letter. If you received a first violation notification letter, your property will be re-inspected 90 days after the first compliance date. Any violations noted in the first letter that have not been corrected will be noted again, and you will be sent a second violation notification letter, and 30 more days will be given to comply. Thirty days after the reinspection and second violation notification letter, your property will be inspected a third time and any noted violations still outstanding will be recorded and your property will be referred to the 55-513 Hearing Committee for a hearing; at which time, fines can be assessed.

The Association, the Board of Trustees, as well as the staff, do not want compliance with the Covenants and Architectural Design & Maintenance Standards to be burdensome, and that is why 120 days are provided to comply, before further escalation. The staff are here to assist your navigation through the compliance process and to help answer questions or concerns you may have about the process. We encourage every resident to take immediate action to correct any issues noted in the violation notice letter, or to contact the Association Office if there are any questions or concerns about the inspection results.

DISCLAIMER

Article VI of the Ashburn Farm Association Declaration provides that no improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any Lot or Common Area or the improvements located thereon shall be made or done without the prior approval of the Association.

The Association has adopted the following Architectural Design & Maintenance Standards to provide guidance to owners when they prepare an application to improve or alter the exterior design or appearance of their lot or home. While alterations which conform to the Architectural standards are usually approved, each lot and application is different, so compliance with the Architectural Design & Maintenance Standards does not guarantee approval.

Please do not make alterations to your property without first obtaining the approval of the Association as required by Declaration, to do so is a violation of this document and of the Covenants and restrictions of the Association and may require removal or revisions of the modification and is enforced with fines.

Board approved updates can be found on the Association website: www.ashburnfarmassociation.org

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Section 1 -Overview

This document provides standards for the types of improvements for which Ashburn Farm homeowners most commonly submit applications to the Architectural Review Board (ARB). They are not intended to be all-inclusive, or exclusive; rather they serve as a standard. This document, as well as any approved updates to the standards, resolutions and all associated forms can be found on the Ashburn Farm Association website: www.ashburnfarmassociation.org.

Objectives of the Architectural Design & Maintenance Standards

- To increase homeowners' awareness and understanding of the Declaration of Covenants and restrictions in place in the Ashburn Farm Community and their responsibility as members.
- Describe the architectural review procedures established by the Covenants and restrictions.
- Illustrate design principles to aid homeowners in the development of exterior improvements that will harmonize with the immediate neighborhood and the entire community.
- To provide a minimum maintenance standard for all exterior modifications and repairs.
- Explain the role of the Architectural Review Board (ARB).
- Assist homeowners in preparing acceptable applications for ARB review.
- Provide the ARB with uniform standards for the review of applications.

These Standards reflect the goals of the founding documents of the Ashburn Farm Association and the subsequent actions of the Ashburn Farm board of Trustees. Restrictions and procedures set forth in these standards are in addition to the restrictions, procedures, and ordinances of Loudoun County, and the state of Virginia.

Section 2 – Protective Covenants

The Declaration of Covenants and Restrictions ("Covenants") is one of Ashburn Farm Association's governing documents. The Covenants set the standards by which Ashburn Farm's quality of design is implemented and maintained.

The Covenants have been recorded on the land records of Loudoun County, Virginia; all lots sold within Ashburn Farm are sold subject to these Covenants. They "run with the land" and are binding upon all property owners and their successors in title.

One of the advantages of owning a home in Ashburn Farm is the protective covenants. They preserve the character of the community as it was envisioned when development of Ashburn Farm began. When you purchased your property, you agreed to comply with those same standards and to help maintain them. For this reason alone, the Covenants should be reviewed periodically and fully understood by every property owner.

Every Ashburn Farm property owner should have received a copy of the Covenants prior to or at settlement. If you do not have a copy, you can contact the Association Office to obtain one. Please note that all homeowners are responsible for ensuring their renters are aware of these standards and that the standards apply to all residents living in Ashburn Farm.

Section 3 - The Architectural Review Board (ARB)

Article 3, Section IV of the Covenants established the Architectural Review Board (ARB). Article IX of the Ashburn Farm Bylaws provides for the selection and duties of the ARB.

The Modification Review Panel (which, for simplicity, will be called the Architectural Review Board (ARB) from this point on), ensures that proposed exterior alterations comply with the objectives set forth in the Covenants. This involves regular and systematic review of all applications submitted by homeowners and takes up to 45 days to complete. This panel is made up solely of volunteer homeowners, who meet twice monthly to review applications.

This document focuses on exterior alterations made by homeowners.

The Association staff assists in the process by performing related administrative activities, enforcement, and coordination of homeowner participation. You, as a homeowner, complete the partnership by planning ahead for exterior changes and submitting an application to the ARB, describing any changes or additions to the outside of your home. Compliance with these standards, the Codified Ordinances of Loudoun County and other applicable standards is a prerequisite to the alteration of any lot within Ashburn Farm.

Section 4 - Review & Application Procedures

Changes Requiring ARB Review

Article VI, Section 1(c) of the Covenants explicitly states that:

> *No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any lot or common area or improvements located thereon from its natural or improved state, existing on the date such property was first subject to this Declaration, shall be made or done without the prior approval of the Architectural Review Board. No building, residence or other structure, fence wall or landscaping in lieu thereof shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Board. To do so is a violation of this document and of the Covenants and Restrictions.*

It is important to understand that ARB approval is not limited to major alterations, but includes such items as changes in color, materials, etc., as well as the removal of existing items. In accordance with Article III, section 4 of the Covenants, once a plan is approved it must be implemented as approved.

Note: Changes/modifications made within fenced-in yards are not excluded from the ARB review process.

Exceptions

Structures, which are offered as builder options and are shown on original site plans, do not require ARB approval. These structures, if built to exact builder option specifications, have already been approved by the New Construction Panel and, therefore, do not require an application for review by the ARB. However, these structures, installed by individual builders, will not serve as standards for the entire community.

Exterior Alteration Application (EAA) and Procedures

The ARB has designed an Exterior Alteration Application that must be completed and submitted prior to start of construction. You can obtain this application via the Association Website, or at the Association Office located at 21400 Windmill Drive, Ashburn, VA 20147. The application must include:

- A full description of the exterior change or modification including, when applicable, drawings, pictures, color swatches, catalog illustrations, and lists of materials. (Please include any of the Worksheets specified under the "Application Requirements" noted in this document).
- A start and completion date.
- A site plan (*or plat*) which is a scaled drawing of a lot (*or plot*) that illustrates the dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the application. Contour lines are required where drainage is impacted. More complex applications including, but not limited to additions, major building alterations and pools may require a larger scale (*10 to 20 feet to the inch scale*) enlargement of the site plan (*or plat)* of Loudoun County approved development.
- Read and sign the second page of the Exterior Alteration Application form. The application is not complete until all necessary information and Worksheets have been submitted. Submit the completed application in person at the Windmill Community Center at 21400 Windmill Drive or via email to the Covenants staff at ARB@afhoa.net. Scanned copies of the application should be clearly legible and complete.
- The Staff is available to answer questions and assist you with the modification review process but cannot approve applications and must adhere to policy. An incomplete application will not be accepted and will be returned to the member for completion. Application review requires a minimum of 10 business days and may take up to 45 days

Review Procedures

The review procedures are as follows:

- The first five (*5*) days after receipt by the Association, the Association will identify the four property owners who are adjacent to or have a view of the exterior change or modification being proposed on the application to notify them that the Association has received an exterior alteration application and provide them an opportunity to review the application and provide comment to the Architectural Review Board prior to review. This will not delay review by the Architectural Review Board.
- The application will be referred to an ARB member for review, but the ARB will not act on the application during this period.
- Once the public comment period has expired, the application may be approved or held for further review.
- All applicants are welcome to attend the ARB meeting.
- An ARB decision is required on all completed applications within 45 days after receipt by the Association.
- After the ARB has reviewed the application, a letter will be sent to the applicant with the ARB decision.

Appeal Procedure

An applicant may appeal an adverse decision by the ARB to the Board of Trustees if they believe:

- All evidence or documents was not present during the review process.
- The applicant or other affected homeowner concerns, regarding the ARB decision, were not duly noted.
- To begin the appeal procedure, the applicant or other homeowners affected by the decision must:
  - Make a verbal request for an appeal to the staff within 48 hours of receiving the ARB decision and submit a written request for an appeal within five (*5*) business days.

The Board of Trustees will review the original decision of the ARB, as well as any other pertinent information an involved party would like to introduce, and it will then render its decision.

Section 5 - Standards for Common Exterior Changes

ADDITIONS - MAJOR BUILDING ALTERATIONS, SUNROOMS, & GREENHOUSES

Additions to one's home are considered major alterations and are generally considered to be those, which substantially alter the existing structure and become part of the existing house. Major building alterations include, but are not limited to: construction of driveways, garages, porches, attached and detached greenhouses, rooms, fireplaces, chimneys, or other additions to a home, etc.

When planning an addition, plan to file an application for the addition as soon as the very first concept plans are drawn, as that will allow the ARB to raise any concerns and work with you and your designer.

Room additions and garages must meet Loudoun County setback requirements and may not be constructed across Building Restriction Lines (BRL's).

Pitched roofs must match the slope of the roof on the house.

The design of major alteration should be compatible in scale, materials, and color with the house and adjacent homes.

New siding material and trim must match the type, color, profile, finish, etc. Windows and doors used in the addition must match the type, design and appearance of the other windows or doors on the home and should be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated and mitigated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.



Construction materials must be stored so that impairment of views from neighboring properties is minimized. Excess materials should immediately be removed after completion of construction.

No debris may be allowed to accumulate during construction.

The location of major alterations should not impair the view, the amount of sunlight, or the natural ventilation of adjacent properties.

Additions on townhouses are not allowed.

Carports are not permitted.
Please see Section 6 - Maintenance Guidelines - Additions/Major Building Alterations.

SUNROOMS

Sunrooms must adhere to the above Standards, but owners may apply for alternate construction materials for wall construction like glass or transparent plastic, or the placement of numerous windows in a standard wall. Special consideration will be given for sun orientation, to admit as much sunlight as possible. Follow the Standards above for Additions & Major Building Alterations, if applying to add a sunroom to your house.

GREENHOUSES

See Shed Guidelines for Detached Greenhouses.

Attached greenhouses will be reviewed as room additions with special consideration given for sun orientation, to admit as much sunlight as possible.

In addition to the application requirements noted below, include a duplicate of the document submitted to Loudoun County for a building permit.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the addition to the house, property lines, and adjacent properties. ☐ Concept plans from contractor – showing exterior elevations, a set of architectural drawings, details on exterior materials, trim, lighting, etc. In all cases, the final application must be a duplicate of what is submitted to Loudoun County for a building permit. ☐ Worksheet E. If submitting an EAA for a Sunroom, include Worksheet A.

AIR CONDITIONERS

Air conditioner units that are placed in a window or protrude beyond the exterior plane of the windowsill are not permitted. Portable indoor units, in which neither the unit itself nor the exhaust extend beyond the windowsill, do not require an application.

Additional exterior air conditioning units which are typically installed on a level pad on the ground will be considered but must be placed near existing units.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)

ANTENNAS

The following types of antennas will be permitted: antennas to receive TV broadcasts (TV); and antennas to receive multichannel multipoint distribution (wireless cable) signals (mms) if/when such systems are available. For TV antennas requiring mast mounting, the antenna mast is restricted to a maximum of twelve (12) feet in height and must be located at least an equal distance from the property line (e.g., a 12 foot mast must be at least 12 feet from the property line). TV antennas requiring a roof mounting must be located below the roof peak, safely away from electrical lines and other utilities. Antennas must be located where they will minimize the impact on the existing architectural plan of the community.

Note: Buried cables must be cleared by Miss Utility and not be located in utility easements.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the antenna to the house, property lines, and adjacent properties. A first and second location choice must be presented. ☐ Picture of the antenna, including color and dimensions. ☐ Location of exterior coaxial cable and buried cables, if relevant.

ARBORS

Arbors are freestanding structures that act as an entryway and opportunity for the growth of vine-type plantings in landscape design. Arbors must be integrated into the overall landscape. Arbors must be located in rear yards, or as a side plane gate. Size, height, materials, and color must be harmonious with the property.

Arbors, are prohibited without prior ARB approval. If a prefabricated Arbor is being proposed, please include a catalogue/manufacturer's photograph, description, dimensions, material, and color.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Worksheet C.

ATTIC VENTILATOR

Attic ventilators and turbines are permitted, but they must match the siding or trim on the house if mounted on gable end. Roof mounted ventilators should be of a color that complements new or existing roof color. The roof location shall be on the least visible side of the ridge line and appropriately sized for the home.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)

BASKETBALL GOALS

The homeowner is responsible for maintaining basketball play on homeowner's lot only and is responsible for preventing errant shots from trespassing onto a property.

PERMANENT BASKETBALL GOALS

- Permanent basketball goals require ARB approval and will only be considered and reviewed for goals on single family lots.

- Basketball backboards may be located and centered over the garage door on single family homes. Backboards attached to houses or garages must be clear or of a color to blend with the background. A contrasting, rectangular outline may be painted on the backboard behind the goal.

- Free standing or permanent basketball goals must be properly maintained; kept free of rust, peeling paint, dirt, grime, etc. and undamaged.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the permanent basketball goal to the house, property lines, and adjacent properties. A first and second location choice must be presented. ☐ Worksheet F.

PORTABLE BASKETBALL GOALS



Portable basketball goals do not require an application if they abide by the following:

- Portable basketball goals are permitted on one's own property but must be placed to reduce the possibility of errant balls hitting adjacent homes, cars, or other property.
- Portable basketball goals must be properly maintained; kept free of rust, peeling paint, dirt, grime etc. and undamaged.
- Portable basketball goals erected on common area may be removed and disposed of.
- Portable basketball goals erected to facilitate play on VDOT streets must be reported to VDOT for enforcement.

CAR COVERS

All car covers must be solid in color and maintained in good condition at all times. Car covers must be designed or tailored for the specific use of covering a car or vehicle. The use of a tarp, sheet, blanket, or similar covering not designed for the purpose is prohibited.

CHAIRS & BENCHES IN FRONT OF HOMES

See "Patios and Furniture".

CHIMNEYS AND METAL FLUES

Chimneys must be masonry or enclosed in a material compatible with the exterior of the house. If using brick, it must match any existing brickwork on the house.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)

CLOTHESLINES

As stated in the Ashburn Farm Covenants, permanent clotheslines are not permitted. Temporary clothesline may be used, provided they are removed when not in use. A clothesline is limited to a single line or hanging device and must be located behind the rear plane of the house. A rear deck or walkout railing may be used to dry a limited number of items temporarily during daylight hours, but those items must be removed daily; the railing used must be behind the rear plane of the home. (For an illustration of "rear plane" see Section 8 – Glossary of Terms on pages 62-65.) Fences are not to be used as a clothesline - to do so, even temporarily, is a violation.

COLOR CHANGES TO DECKS, DECK RAILINGS, AND FENCES

- Changes to deck or fence paint, stain, sealant, that are complementary to the home and adjacent properties will be updated by Covenants staff without application. You may be asked to provide any color codes or additional pertinent information so that we can record the color used.
- Replacing decking or deck railings with composite materials whose colors, textures, etc. are complementary to the home and adjacent properties will be updated by the Covenants staff without application. You may be asked to provide any color codes or other pertinent information so that we can record the color used.
- Questions as to what colors are complementary or acceptable will require review by the Architectural Review Board and, therefore, will require an application.

COMPOST BINS

Compost bins must be located behind the rear plane of the home. Wood constructed bins must be located at least ten (10) feet from all property boundaries, commercially available bins must maintain a five (5) foot setback. Compost bins must be constructed of a wooden frame with interior wire mesh/screen, unless a commercially available enclosed unit is used. The dimensions must not exceed twenty-five (25) square feet and not more than three (3) feet in height. (For an illustration of "rear plane" see Section 8 – Glossary of Terms on pages 62-65.)

All active, unsealed compost bins must have a six (6) inch layer of straw or soil over the top of them to prevent odors from escaping. Compost bins must be maintained and turned periodically to ensure the proper destruction of bacteria and weed seeds by heat. Failure to maintain a satisfactory compost bin, or allowing it to become a public nuisance, will be a violation of these standards. Areas converted to compost bins but not being maintained or used must be converted back to lawn or area landscaping with planting materials.

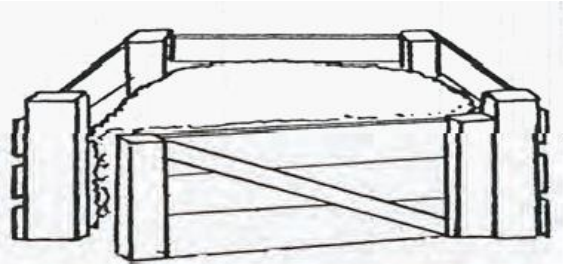


Illustration A - Compost Bin.

If the compost bin does not, or cannot, meet all the requirements due to the property characteristics, an Exterior Alteration Application must be submitted to the Association.

DECKS

SINGLE FAMILY



Decks are to be located behind the rear plane of the house and not extend beyond the side planes of the house. Ashburn Farm requires that all elevated decks for single family houses be located a minimum of twelve (12) feet from the rear property line, twelve (12) feet from one of the side property lines and nine (9) feet from the other property line, except in those cases where the house is built less than nine (9) feet from the property line. In no case can the ARB permit construction closer to the property line than the setback established by Loudoun County for the lot in question. For all decks raised four (4) feet or greater above the ground, the ARB requires six (6) inch by six (6) inch vertical deck supports and landscaping around those supports. If the area under the deck is to be used for storage, then screening/landscaping plan should be included. (For additional information on "rear plane", see Section 8 – Glossary of Terms on pages 62-65.)

All decks must meet Loudoun County Building Codes. An application is required for all decks. The only exceptions are builder option decks, purchased from and constructed by the builder.

When the deck scheme includes other exterior changes, such as fencing, lights, landscaping, hot tubs, privacy screening, lattice, etc., you should refer to the appropriate sections of the Standards for requirements.

Size & Scale: Deck size should be appropriate to the scale of the house as sited on the lot. Decks must meet Loudoun County setback specifications and should not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats).

Material & Color: Deck design and construction must meet applicable Loudoun County Building codes. Decks are to be constructed of wood or composite/simulated wood materials, such as "Trex®". Applications must include a picture of the finished color of the building material or any stain to be used. Stairs may not protrude onto common ground or interfere with neighbors' property.

Railings: Design and construction must meet Loudoun County Building Codes. Structural Support Elements are to be integrated into the railing. All proposed railings must meet Loudoun County requirements for structural integrity. Include brochures that will facilitate evaluation of the proposed product. Metal balusters will be allowed for single-family decks. Balusters must be non-reflective and of a simple vertical design. If using vinyl railings, they are to have a matte finish.

Stairs: Stairs, as well as tread and riser dimensions must meet Loudoun County building Codes. Stairs may not protrude on common ground.

Drainage: If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application, with drainage areas to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Consideration should be given in making ground level surfaces of porous material or to mitigate runoff of patio and deck areas.

Also see "Maintenance Guidelines" on pages 57-59.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan showing the relationship of the deck to the house, property lines, and adjacent properties.
- ☐ Drawing, picture, or brochure of the deck, including color and dimensions.
- ☐ Worksheet A.

TOWNHOME

Decks on interior townhomes must be set back a minimum of one (1) foot from the side (common) property lines. Elevated townhome decks thirty (30) inches or greater from the ground must be set back a minimum of five (5) feet from the rear of the property line. Stairs and stair landings will be allowed to encroach into yard setbacks.

Elevated townhome decks that are attached to the rear of end unit townhomes must be set back a minimum of one (1) foot from the side (common) property line but may extend on the other side to the edge of the townhome foundation or to the edge of a side bay/box window.

Townhome decks may not extend forward of the rear plane of the house or extend beyond the side plane of the house. (For additional information on "rear plane" see Section 8 – Glossary of Terms on pages 62-65.)

All decks must meet Loudoun County building Codes. An application is required for all decks. The only exceptions are builder option decks, purchased from and constructed by the builder. When the deck scheme includes other exterior changes, such as fencing, lights, landscaping, hot tubs, privacy screening, lattice, etc. You should refer to the appropriate sections of the standards for requirements.

Size & Scale: Deck size should be appropriate to the scale of the house as sited on the lot. Decks must meet Loudoun County setback specifications and should not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats).

Material & Color: Decks are to be constructed of wood or composite/simulated wood materials, such as "Trex®". Samples of composite materials to be used must be submitted with the EAA. If sealing or staining the deck, any color other than clear (non-pigmented) requires ARB approval.

Railings: Design and construction must meet Loudoun County Building Codes. Structural Support Elements are to be integrated into the railing. All proposed railings must meet Loudoun County requirements for structural integrity. Include brochures that will facilitate evaluation of the proposed product. Metal balusters will be allowed for single-family decks. Balusters must be non-reflective and of a simple vertical design. If using vinyl railings, they are to have a matte finish.

Stairs: Stairs, as well as tread and riser, dimensions must meet Loudoun County building Codes. Stairs may not protrude on common ground.

Drainage: If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application, with drainage areas to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Consideration should be given in making ground level surfaces of porous material or to mitigate runoff of patio and deck areas.

Also see "Maintenance Guidelines" on pages 57-59.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the deck to the house, property lines, and adjacent properties. ☐ Drawing, picture, or brochure of the deck, including color and dimensions. ☐ Worksheet A.

DECORATIONS (SEASONAL)

- Christmas decorations are not to be put up prior to Thanksgiving and must be removed from the exterior of houses by the last day of January.

- All other holiday or event decorations cannot be installed more than five (5) days in advance of holiday or event and must be removed within fourteen (14) days of the end of the event or holiday.

- Banners, bunting and draping are considered of a temporary nature and may be displayed a maximum of fourteen (14) days.

DECORATIVE OBJECTS

Approval will be required for all permanent exterior decorative objects, both natural and man-made, larger than 3’ wide, deep, tall. Decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area, and their visual impact of adjoining lots and open space.

Exterior decorative objects include, but are not limited to, birdbaths, wagon wheels, sculptures, fountains, ponds, stumps, driftwood piles, free standing poles of any type, and items attached to approved structures.

Decorative objects to be placed in the rear yard, or inside a fenced yard that are less than 3’ wide, deep, tall and will be removed at time of resale do not need approval from the Association, unless more than three decorative objects are placed.

Decorative objects that will not be located inside the rear/fenced yard, or that are larger than 3’ wide, deep, tall, number four or more, or that are permanent and will not be removed at resale, must receive approval from the Association.

A decorative bench that is 4'L and placed in front of the home near the driveway or entry is permitted as a decorative object.

Bird houses, or bird feeders are not considered decorative objects and do not need application if three or fewer are used and are not larger than 18” in any one dimension but may not be placed on townhome decks or deck railings.

Chairs, or other furniture are not typically considered decorative and are regulated in a later standard, under Patio/Lawn Furniture (page 41).

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ A picture of the decorative object.

DIRT & GRIME

Dirt, grime, staining, mold, etc. cumulatively covering approximately ten square feet of any exterior structure will require that the dirt, grime, stained, etc. be removed.

Gutters, fascia, soffits & downspouts will be allowed a higher threshold before action is required due to the location and difficulty in servicing these areas; however, good home maintenance dictates that severely dirty or stained gutters, fascia, soffits or downspouts be cleaned before damage to the exterior coatings or substrate occur. Damaged gutters, fascia, soffits, or downspouts will require repair or replacement. Please note that annual cleaning is the best way to prevent severe buildup of dirt and grime in these areas.

DOORS

FRONT DOORS

The entrance door on a single family or townhome should be of a color complementary to the style of the house and the existing colors on the house. The color should also complement the siding and accent colors of the surrounding properties.

An application is required for replacement of front doors for both Single Family and Townhomes.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ A picture of the door you intend to install.
- ☐ Worksheet B (for style and color change).

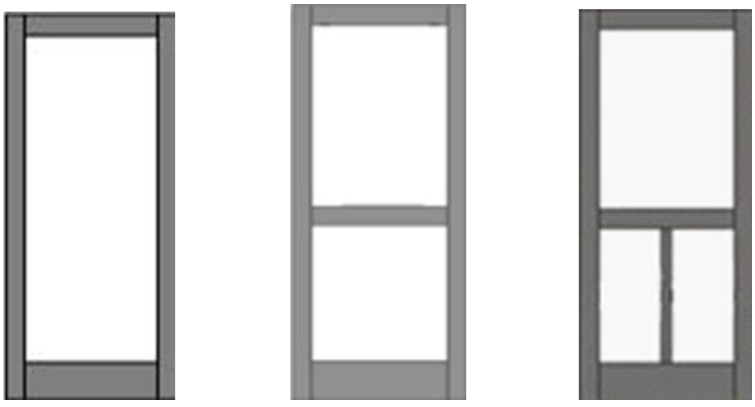
STORM AND SCREEN DOORS

Storm and screen doors should be straightforward and without ornamentation such as scallops, scrolls, imitation gate hinges, etc. and must be painted white, the same color as the entry door or the same color as the trim around the entry door.

No application is required if the storm or screen door is a clear full view, clear half view, or plain paneled door which is white or the same color as the entry door, or the same color as the trim around the entry door. (See below for a description of full view, half-view and plain paneled doors).

Other styles of storm doors will be considered based on compatibility with the neighborhood and house. An application must be submitted for other styles.

Illustration B



Full View | Half View | Plain Paneled

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ A picture of the door you intend to install.
- ☐ Worksheet B (for style and color change).

DRAINAGE, EROSION CONTROL AND IRRIGATION

Each resident is responsible for protecting their lot and areas within their lot from erosion, especially near storm drain structures, to prevent erosion around the drain, as well as to prevent blockages and silt from entering the storm water management system. It may be necessary to incorporate a drainage solution that maintains the correct flow of water. It is recommended that if areas of your lot are affected by drainage or lack of drainage, that those with knowledge of control methods be consulted before any measures are taken and applications submitted to the ARB. Changes and alterations to topography of the land (such as garden & planting beds) require an application be filed with the Association and approved prior to installation. Alterations of the topography will not be approved if the changes negatively impact the way water runs onto/off of neighboring properties, without mitigating those effects. One should review for any easements and perform due diligence before any work is performed that may affect or impede easements.

Drainage pipes used to divert water from a downspout or other areas must be buried if longer than 4 feet. The use of loose stone, gravel or rocks for the mitigation of drainage could be used if other methods of drainage and/or erosion control Impractical. It is best to try and mitigate the affected areas back to the original developed state. If drainage issues are caused by improvements or alteration of a neighboring property, it is best to work with the owner of the neighboring property and involve the HOA management if needed.

Irrigation systems that are installed below ground require an application be submitted and approved by the Association before installation.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan indicating where the drainage or irrigation systems will be routed and where any emitters, sprinkler heads or pop-up drains will be installed and discharge. ☐ Worksheet E

DRIVEWAYS

The head of the existing driveway at garage door can be widened an additional four feet (4) from the original width of the driveway but no closer than four feet (4) to the property line. Side load garages, the extension should be toward the side yard away from the front door. Side load garages, the extension be toward the side or rear yard away from the front yard or front door side of the home.

Driveway apron widening requires a VDOT Land-use permit number be included on the application with the applicable Worksheet K to be considered complete and accepted for review by the Association. Driveway aprons must be concrete. See diagrams on next page.

DRIVEWAY EXTENSIONS (SINGLE FAMILY HOMES)

- Driveway extensions may only be made to single-family homes.
- Driveway extensions must be made from like materials, asphalt: asphalt, concrete: concrete.
- The width of the driveway near the apron must not exceed the total width of the apron near the street.
- Any modification to the apron requires a VDOT Land-Use Permit and must be concrete.
  - A VDOT Land-Use Permit Number must be included on the application with the applicable worksheet.

Additionally,

- Single-family homes that want to widen their driveway to the width of the apron and do not have a sidewalk must use cement to widen the areas on each side of the apron. (Please see diagram next page.)
- Single-family homes that want to widen their driveway to the width of the apron and have a sidewalk abutting their apron may not use asphalt beyond the transition line at the sidewalk. (Please see diagram on next page.)
- Damage to the adjacent sidewalk during construction or use may be the responsibility of the homeowner.
- Stone, pavers, pavers with grass or stone may be incorporated, limited to immediate sides of the driveway, designed to be flush with the driveway and one another, support the weight of a vehicle and be maintained in this manner.

DIAGRAM A - DRIVEWAY WITHOUT SIDEWALK

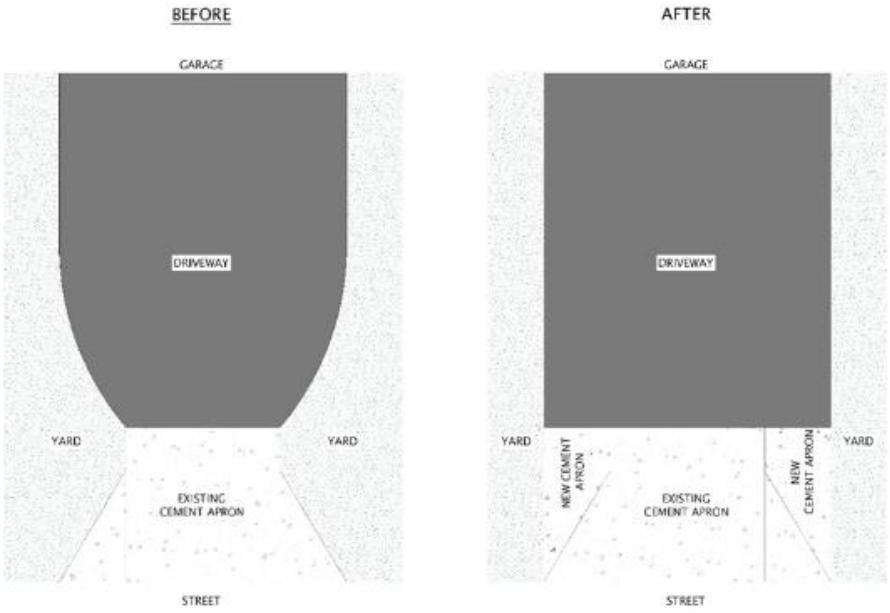
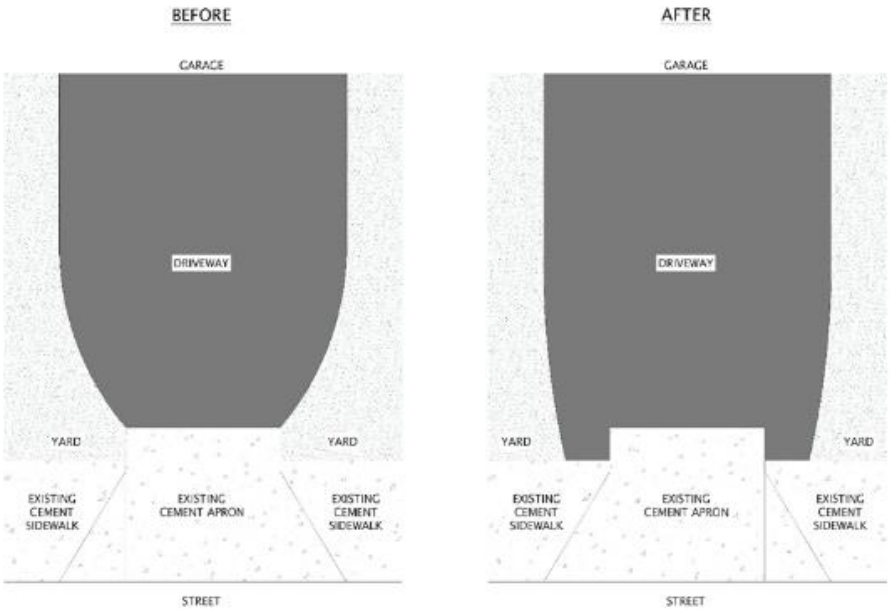


DIAGRAM B - DRIVEWAY WITH SIDEWALK



DRIVEWAY BORDERS - TOWNHOME

A border of one foot or less can be installed on both sides of a townhome driveway without application or approval from the Association if:

- The border material is a hardscape, brick or block material that is of complementary color, texture, etc.
- The border does not extend beyond the transition from the driveway to the driveway apron and does not exceed one foot in width at any point.
- Loose stone will not be considered for a driveway border.

Also see “Maintenance Guidelines” on pages 57-59.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan indicating where the driveway will be extended.

DRIVEWAY MARKERS/SNOWSTICKS

Ashburn Farm Association Architectural Standards will permit the temporary installation of driveway markers/"snow sticks" without application from November 15th of a given year, until March 15th of the following year, at which time they must be removed.

ELECTRICAL INSECT TRAPS

ALLOWED TYPES – Any noise from a unit must not be discernable from beyond the property boundary. Any light used must conform to Association standards for outdoor lighting. Bug Electrocution Grid type (electronic bug zappers) are not permitted.

ELECTRICAL VEHICLE CHARGING STATIONS (EVCS)

Single Family Houses & Townhomes with Garages

Exterior wall mounted units are permitted so long as the station is in an unobtrusive location. If necessary and appropriate, the station may require landscape or structural screening.

Electric Vehicle Charging Stations (EVCS) Townhouses

For townhome properties without a garage, an Electric Vehicle Charging Station (EVCS) is the only way that an electric vehicle should be charged in front of those properties. It is a violation and a hazard to run charging cords through the front yard, over a sidewalk and into the street in front of a townhome property. Examples of residential pedestals and of the proper placement of one can be seen in *Illustrations A & B below*.

Size: Proposed Electric Vehicle Charging Station pedestals must be an appropriate size for residential context as deemed by the Association and may not exceed 6.5 feet in height.

Location: Installation at a townhome without a garage is limited to a reserved parking space for the property and is not permitted to be placed in front of an “Open” parking space or to impede a walking surface or roadway. All disturbed common areas must be restored to original condition.

Materials/Color: Durable materials such as composite, shatterproof glass, or metal can be used. Outlet connectors will be reviewed on a case-by-case basis.

Appearance: Modifications must be either reversible or permanently and seamlessly integrated into its immediate surroundings.

Charging Levels: Only Level 1 and 2 charging stations are permitted in residential areas.

Permits: All permits, and proper easement/access must be gained prior to installation (to include boring under sidewalks and electrical permitting).

Removal: Non-working Pedestals and all cabling and mounting hardware must be removed. If a station is removed, the area must be restored to its original condition.

Installation: The EVCS should be installed by a qualified, experienced installer, who should provide the owner a final system test statement that the system has been checked and is in working order. The Association is not responsible for damage to, or the maintenance of any Electric Vehicle Charging Station, or its underground infrastructure.

Common Area: The General Manager of Ashburn Farm Association will inspect the area of installation prior to review of the application by the Architectural Review Board and sign off on its placement.





Illustration A – Examples of some residential Electric Vehicle Charging Station Pedestals (not all inclusive).

An Electric Vehicle Station maybe installed in the grass strip between the sidewalk and reserved space. (Cables from the house, both electrical and ethernet, must be buried to end in that area.)

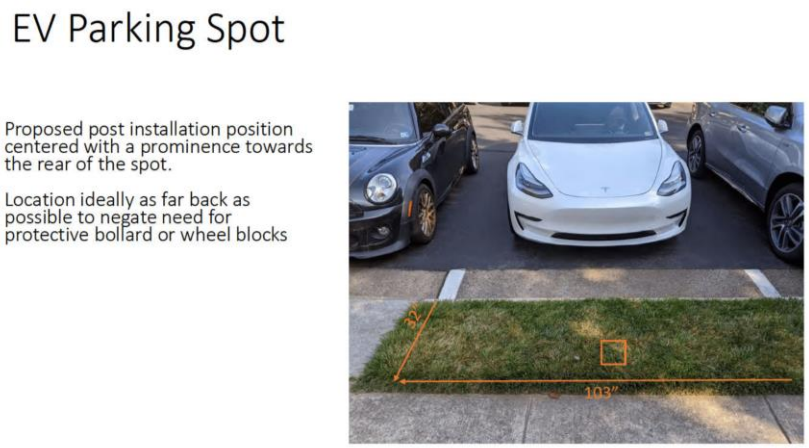


Illustration B – Example of where an Electric Vehicle Charging Pedestal can be located.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Worksheet L – Electric Vehicle Charging Station.
- ☐ Catalog or brochure showing the appearance of the EV Charging Station, with complete specifications (dimensions, colors, materials, etc.
- ☐ A drawing to scale (plan view or elevation) or photograph showing the proposed location.
- ☐ A Request for Installing an Electric Vehicle Charging Station in Common Area Form and mark the location of the charging station and any conduit or wire feeding it from the house on the site plan.
- ☐ A general description (with drawings, as appropriate) of necessary physical changes to the property.

EXTERIOR CONCRETE SURFACES

Exterior Concrete Surfaces, such as concrete driveways, steps and private sidewalks must be kept in a serviceable condition, free of unchecked damage or hazards.

(Maintenance Guideline) Exterior concrete surfaces that are structurally sound may be repaired rather than replaced. Sunken slabs can be lifted and grouted. Cracks can be chamfered so that they can be filled/caulked to seal out water that can worsen small cracks. Hairline cracks are not considered damage and can be repaired with a concrete densifier. Raised edges that create a trip hazard can be cut/ground flush. If concrete must be replaced it is understood that new and old concrete will not match. This must be considered when planning the replacement to normalize the appearance between new and old. All repairs must be completed in a workman like manner with minimal blemish.

FENCES

Fencing is used to separate property, provide security and visual privacy, or architecturally define space. In achieving any of these goals, a barrier is created, which has both visual and physical impact on the boundaries of common land and properties of adjacent homeowners. Depending on the property owned, fencing types may be selected from the diagrams provided for Single Family houses and Townhomes. The fence type should relate or conform to the architectural features of the house and neighbor's fence, in design, location, and how it connects to the existing house, and neighbor's fence as well as the neighborhood in general.

Planting schemes can be integrated with all fencing to soften the visual impact and should be considered. Gates must be compatible to fencing in design, material, height, and color. Fencing finished only on one side must be constructed with the finished side facing away from your property towards the common ground or neighboring property.

- Brick or stone pillars are not permitted.
- Fences must be installed on the property line.
- Chain link fencing is not allowed for residential fencing, but only to enclose Association facilities.
- No interior lot fencing is allowed (double line fencing is not allowed).
- Fences must be plumb, and not lean more than three and a half inches (3 ½") out of alignment

Lots with frontage along major roadways can apply for one or more of the following:

- A natural screen or hedge,
- A small section of fence used to screen a patio,
- As well as property line fencing with additional landscaping.

Property Separation: Where the homeowner's goal is property separation, not privacy, an "open" fence is appropriate. Open fences provide visual definition of property boundaries without obstructing views. However, in light of the open space concept, such fences should be used only where necessary.
Security: Many homeowners wish to restrict children or pets to or from their property. Security fences where privacy is not a factor can be the "open" type. Property line fences should not be counted on to provide security for dogs.
Privacy: While fencing can be used to create private outdoor spaces, homeowners should also consider ventilation. A private space with no cooling breezes on a summer afternoon can be unpleasant. To avoid this, the homeowner might choose from several fencing designs depending on the amount of privacy desired. A spaced board fence is "semi-open" and allows natural ventilation while affording varying degrees of privacy dependent on the size of the boards and spaces between them. More privacy may be obtained while still allowing ventilation, by the use of a shadow box fence.
Height: The height of the fence, the topography of the land and the relative distance of an observer affect both the amount of privacy afforded by a fence and its degree of visual impact.

SINGLE FAMILY HOME FENCES

Style: Fencing must be of an open type, such as split rail, board, cross buck, open space picket styles. refer to the diagrams following this section for single-family fences. solid fencing, e.g., a "stockade" type of fence is prohibited and will not be approved. Fencing must be installed on the property line. Property line fencing should be "an open type with pickets not less than 2" but not more than 4". Fences may have flat topped pickets.

Material: All fences must be constructed of wood. Metal fences are not allowed. Coated or painted wire mesh may be used to increase security, as part of an "open fence" design, but must be attached to the inside of the wooden fence and may not extend above the top rail.

Finish/Color: Fences may be clear sealed. Care must be given when staining only one side of the fence, if stain or paint is applied to the other side not intended to be painted, it must be removed or the entire fence stained or painted.

Size: Fence heights (see diagrams that follow).

- Type C picket fence – height 42" - 48" (inches).
- Optional Dip – maximum height 48" (inches) at midpoint between posts and 54" (inches) at posts.
- Optional Arch – maximum height 48" (inches) at post and 54" (inches) at midpoint between posts.
- Fences for yards with in-ground pools may be constructed with a maximum height of 60" (inches).

Location: Perimeter property line fencing should not extend forward of the rear plane of the house. Side yard fencing may be considered when site conditions warrant. The following should be considered when designing fences:

- The location of the house on the lot or the lot itself if it is one where the homeowner essentially would have no fenced yard if the fence is held to the rear plane of the house.
- The rear plane of the neighboring house is forward of the rear plane of the applicant's house.
- The fence will enclose an air-conditioning unit, which is visible from the street, a side entry door, utility service, or window, within reason.

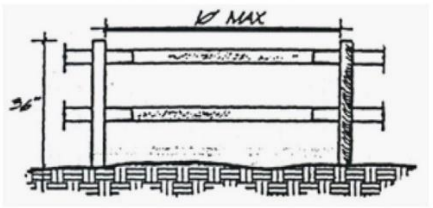
Special consideration will be given to lots located on a common driveway "pipestem" lot or a corner lot due to the unique way houses are sited on these properties.



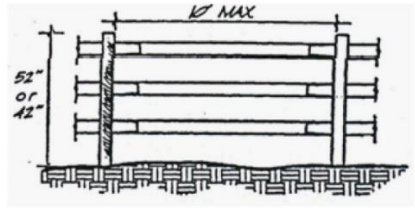
The above is an example of the "Picket Fence" from the inside of the fenced yard.

SINGLE FAMILY PROPERTY FENCE STYLES

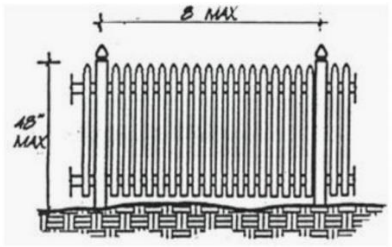
TYPE A – 2 SPLIT RAIL



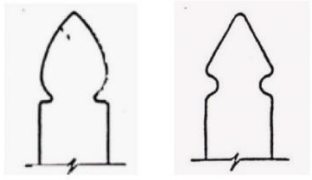
TYPE B – 3 SPLIT RAIL



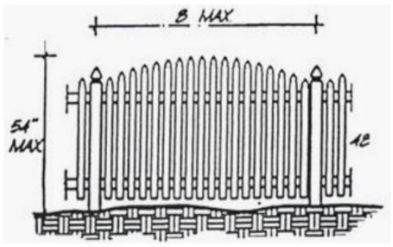
TYPE C – PICKET FENCE (OPT CORNER POST)



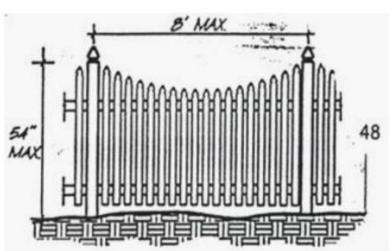
PICKET DETAIL



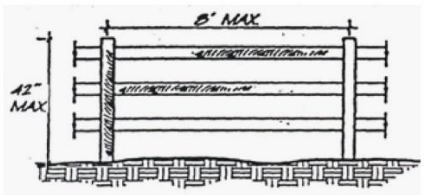
OPTIONAL ARCH



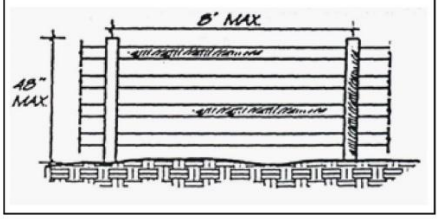
OPTIONAL DIP



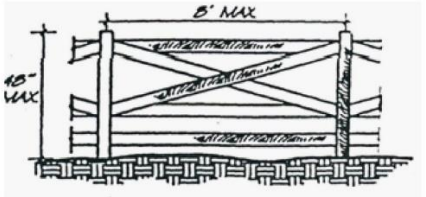
TYPE D – 3 BOARD



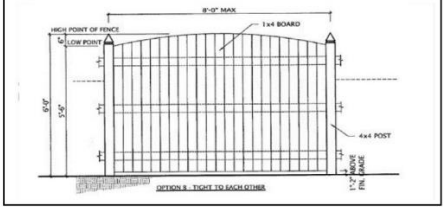
TYPE E – 4 BOARD



TYPE G – CROSSBUCK



SINGLE FAMILY UNIQUE NEIGHBORHOOD



Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan indicating where the fence and gates will be installed. ☐ Worksheet C.

Also see Section 7 - "Unique Neighborhoods" on pages 60-61 for changes to the above that may apply specifically to your street or neighborhood and "Maintenance Guidelines" on pages 57-59. Also see "Arbors" on page 13. Also see "Swimming Pools" on page 53.

FENCES – INVISIBLE

Invisible fencing for dogs does not require an application. If you choose to install an invisible fence on your property, all liability to persons or property rests with the property owner.
Invisible fence containment systems must be set back at least five (*5*) feet from the sidewalks and/or ten (*10*) feet from the street (*if no sidewalk is present*).

TOWNHOME FENCES

The fencing for townhomes will be restricted to the following standards:

- The common line fence style must match, in all relevant details, the fence which has been provided by the builder.
- Gates must be compatible to fencing in design, material, height, and color.
- Fences must be plumb, and not lean more than three and a half inches (*3 ½*") out of alignment.
- The tops of fences must be level and have a top cap. If a top cap was not installed by the builder, when the fence is replaced, a top cap will be required.
- Any changes in elevation of more than six (*6*) inches should be made by "stepping". An example of stepping is provided in Illustration A.
- The back line of the fence may be stepped down from six (*6*) feet to four (*4*) feet. An example of stepping is provided in Illustration B.

Style: The only style of fencing allowed for townhomes is the Shadow Box style. (The Unique Neighborhood Guideline for the Stonebridge Drive, Crocus Terrace, Vineland Square, & Wildflower Square requires a basket weave style of fencing, which uses horizontal boards to form the fence as opposed to vertical).

Lattice on the top foot of rear townhome fences (*maximum height, including the lattice on fence, must be 6 feet*) will be allowed. End unit townhomes enclosing their backyard may use lattice on all sections except commonly owned sections. No lattice is to be used on commonly owned sections of townhome fencing. All townhome fences must have top caps. (*The lattice used must comply with lattice standard on page 35).*

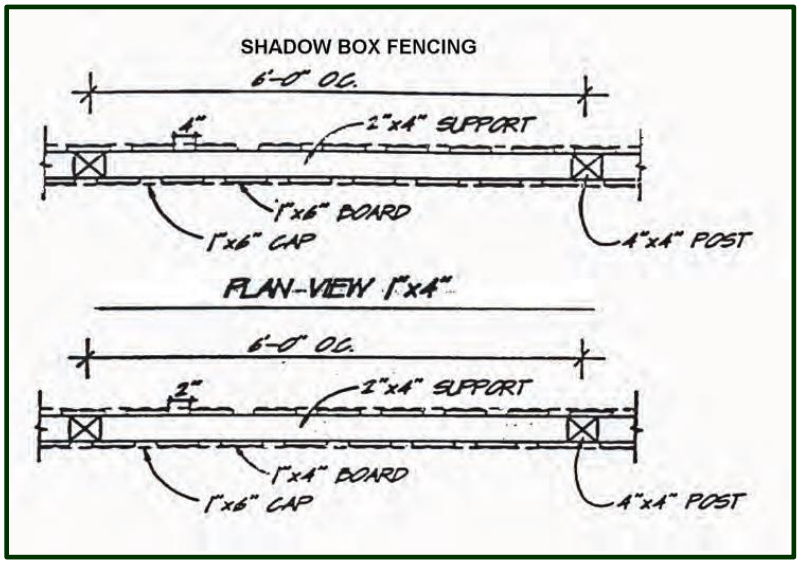
Material: All fences must be constructed of wood or composite materials with wood features and natural wood color. Property line fencing must be of a natural tone or clear (*non-pigmented*) sealed.

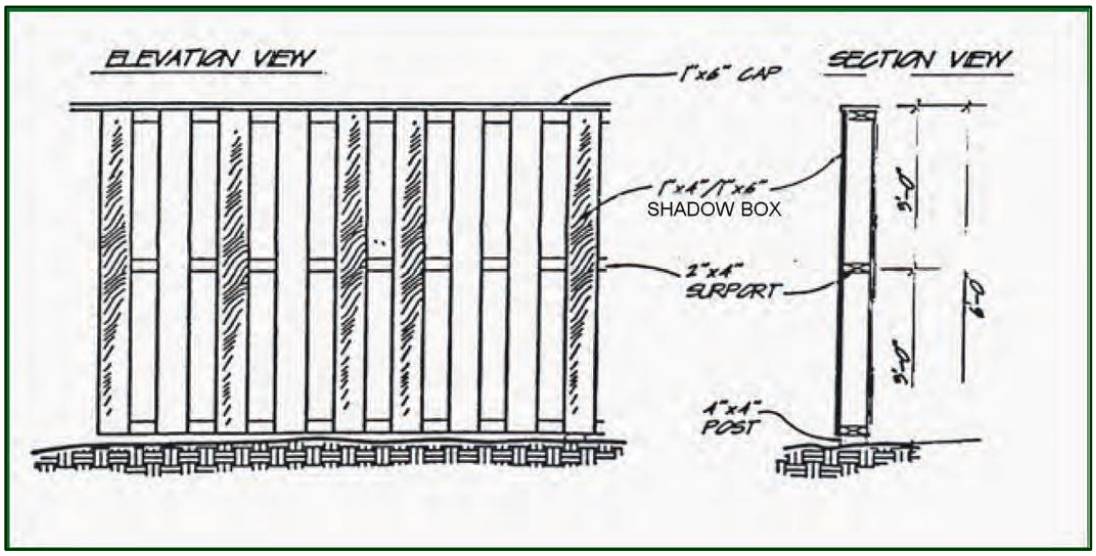
Finish/Color: In general, fences should be sealed using a clear (*non-pigmented*) sealer. Care must be given when staining only one side of the fence, if stain or paint is applied to the other side not intended to be painted, it must be removed or the entire fence stained or painted.

Location: The fence must be installed along the rear property lines. End unit townhomes may, in some instances, extend the fence to the side property line provided that it does not extend forward of the midpoint of the side plane of the house to enclose an air-conditioning unit, which is visible from the street, a side entry door, utility service, or window. (For information on "rear" plane see, Section 8 –Glossary of Terms on pages 62-65.)

Also see Section 7 - “Unique Neighborhoods” on pages 60-61 for changes to the above that may apply to your street and “Maintenance Guidelines” on pages 57-59.

Townhome Fences – Illustrations





Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan indicating where the fence and gates will be installed.
- ☐ Worksheet C.

FIRE PITS

All fire pits must be located in the rear yard. Permanent fire pit structures must be applied for. Please use care when igniting fires, be aware of neighboring properties, siding, mulch, wooden structures like decks and sheds, etc.

Permanent and Portable fire pits/chimineas must comply with Section 307 Open Burning and Recreational Fires, Delete Statewide Fire Prevention Code 307.1 through 307.5., 307.1 Prohibited Open Burning & the Loudoun County Fire Marshall's requirements and recommendations.

Burning of household trash is prohibited. Only firewood, kindling and charcoal may be burned in a permanent or portable fire pit, grill or outside fireplace, etc.

Please contact the Fire Marshall's Office (703) 737-8600 or Sheriff's Department (703) 777-1021 regarding any unsafe operation of a fire pit, grill, or outdoor fireplace.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan indicating where the fire pit will be installed.

FIREWOOD

Firewood shall be maintained neatly stacked, not to exceed (48) inches in height, and shall be located behind the rear plane of the house and within the property lines. It should be located in such a manner to minimize visual impact and in certain cases screening may be required. Stacks larger than two (2) cords require approval for aesthetic reasons. Stacks longer than (6) feet should be two rows deep at minimum. Firewood stacks must contain firewood only, no storage of debris. If firewood conforms to these criteria, no application is necessary. Firewood may not be stored in the common areas.

(For information on "rear plane" see Glossary of Terms on pages 62-65.)

FLAGPOLES

PERMANENT FLAGPOLES

Permanent freestanding flagpoles may be approved only for single-family houses by application and must be installed and maintained in a vertical position. Permanent flagpoles must be of a height, color and location that is appropriate for the size of the property and the background.



TEMPORARY FLAGPOLES

Temporary flagpole staffs do not need ARB approval if they are no longer than six (6) feet and attached at an incline to the front wall or pillar of the house or dwelling.

GARAGES AND GARAGE DOORS

Garage door style or color changes require ARB approval. Changes to garage door style or color should be compatible with existing house.

No garage will be converted to a living space or converted for other use without approval from Loudoun County and ARB written approval.

GARDENS

Edible vegetable and fruit gardens must be located behind the rear plane of the house and must not encroach on Ashburn Farm Association common area. Single family gardens are limited to four (4) separate areas that cannot exceed 160 square feet in total. Townhome gardens are limited to four (4) separate areas that cannot exceed 80 square feet in total. Vegetable gardens must be neatly maintained throughout the year, and gardens not being used for the purpose constructed must be converted back to turf or a planting bed. Additional fencing (other than a property line fence) is not allowed. Well maintained bird netting on posts that do not extend more than six feet (6) from the ground and is removed once the garden is no longer producing is allowed. Fences and posts must be plumb, and level, and not lean more than three and a half inches (3 ½") out of alignment. Applications are not required for vegetable gardens if the above criteria are met.

Also see "Maintenance Guidelines" on pages 57-59, "Landscaping" on page 34, and "Rock Gardens/Water Gardens" on page 46.

GRILLS

PERMANENT

Permanent grills (non-portable) must be placed behind the rear plane of the house and must not be located within ten (10) feet of the side and rear property lines.

(For information on "rear plane" see Glossary of Terms on pages 62-65.)

PORTABLE

Portable grills, when not in use, are not to be stored in the front or side yards and must be stored out of view or behind the rear plane of the home. Safety precautions must be taken when using and storing grills.

(For information on "rear plane" see Glossary of Terms on pages 62-65.)

(The Association does not recommend the use of portable grills on or underneath wooden structures, nor should they be used within ten feet (10) of any structure as the siding can be damaged. Please use care when igniting fires, be aware of neighboring properties, siding, mulch, wooden structures like decks and sheds, etc. Please contact the Fire Marshall's office or Sheriff 's Department for unsafe operation of fire pit, grill or outdoor fireplace.)

GUTTERS

As part of new construction by a homeowner, gutters must match or complement the existing trim color or area of the house to which they are attached. New technology gutters that prevent leaf backup or that distribute rainfall along the length of the gutter may be approved if the visual design is similar to the original gutter. Extensions of downspouts at ground level must take into consideration surrounding drainage concerns and utilities. All downspout extensions must be buried in such a manner to adequately manage runoff and must not be directed at neighboring properties. Gutters, downspouts, and extensions must be installed according to correct engineering practices and local codes. New gutters and downspout extensions require an application.

If the replacement gutters/downspouts conform to this criterion, no application is necessary. Should there be any variance, an EAA must be submitted.

- Replacement gutters of the same design and color, which match any other gutter components remaining on the home and complements the existing trim color or area of the house to which they are attached, do not need an application.
- The gutter must not adversely affect drainage on adjacent properties and not change the visual aesthetics of the home.

HOT TUBS/JACUZZIS

Hot tubs and Jacuzzis should be incorporated into an existing/planned deck or patio or be part of an addition/renovation plan. Privacy fencing and/or year-round landscaping may be required as screening from adjacent properties and from the street. Hot tubs should be covered and must be maintained when not in use.

Also see "Lattice" on page 35.

HOUSE NUMBERS

House numbers must be on the house structure. All numbers must be a minimum of 3", of a metal color and not painted (except black), and of a contrasting color of the background and visible from the curb-line. House numbers on lawn plaques, mailboxes and streets do not supersede house numbers on the house structure. The property owner may change/replace/paint their house numbers without filing an application provided the replacement numbers are of similar size, style and color to the original numbers. See Loudoun County Codified Ordinance 1026.10 Display of Numbers in Urban Area.

CURB PAINTED HOUSE NUMBERS (SINGLE FAMILY HOMES)

House numbers may be painted on the curb if they conform to the following criteria.

- Numbers shall be located adjacent to the driveway of the applicant on the side of the mailbox.
- Numbers shall be block style, four (*4*) inches high.
- Numbers shall be black painted on a white background.

The Ashburn Farm Association is the only authorized party to paint house numbers and/or parking spaces on curbs in Townhome Neighborhoods.

IN-HOME BUSINESS/SERVICES

The Ashburn Farm Board of Trustees, in order to protect the residential character of the community, believes it is necessary and appropriate to establish rules which restrict the nature of home occupations that may be conducted within the community. Those members who wish to take advantage of this policy must strictly comply with the following standards, as the overriding objective of this policy shall be to protect the residential character of the community at all times.

1. Any member who establishes a home occupation or service within a Lot or Living unit must take all necessary and appropriate steps to preserve the residential character of the Lot and Living unit in its external appearance and internal use.

2. Any member who uses a Lot and Living unit for a home occupation or service must use the Living unit as a primary place of residence. The use of a Lot or Living unit for a home occupation must constitute a secondary use.

3. The use of a Lot and Living unit for a home occupation or service must not involve the regular or frequent use or presence of commercial vehicles within the community.

4. The use of a Lot and Living unit for a home occupation or service must not adversely affect the Association's ability to obtain comprehensive general liability insurance. If the home occupation adversely affects the premium that the Association must pay for any of its insurance policies, the board reserves the right to prohibit the home occupation from the Lot and Living unit.

5. The use of a Lot and Living unit for a home occupation or service must not involve the employment of more than one person within the dwelling other than the dwelling's legal occupants.

6. The use of a Lot and Living unit for a home occupation or service must not involve the provision of services to any more than 3 persons within the dwelling at any one time (except for childcare services, as set forth below).

7. The use of a Lot and Living unit for a home occupation or service must not use any exterior advertisement or display of any kind to show that the member uses the Lot or Living unit in any way other than for a residential dwelling.

8. The use of a Lot and Living unit for a home occupation or service must not involve the storage, use, or sale of goods, equipment or materials which are not customarily part of, or found within, a residential dwelling.

9. The use of a Lot and Living Unit for a home occupation or service must not unreasonably disrupt the normal traffic or parking patterns anywhere within the community.

10. The use of a Lot and Living unit for a home occupation or service must not unreasonably disturb the regular

noise levels or the right of quiet enjoyment of any resident within the community.

11. The use of a Lot and Living unit for a home occupation or service must not be engaged in any activity which draws non-resident members to the community on a regular or frequent basis before the hours of 7:00 a.m. or after 6:00 p.m. on weekdays.

12. If the primary service of the home occupation is the care or custody of children, the elderly, or the mentally disabled, the operator must ensure that the patrons will be safely and properly supervised and cared for at all times, particularly during the times of drop-off and pick-up and during any time when the patrons are outside the dwelling unit.

13. If the home occupation or service provides for the care or custody of the children who are not children who currently reside in Ashburn Farm, then the operator of the home occupation is required to obtain general liability insurance with the Association named as a named insured and provide proof of such insurance to the Association.

14. If the home occupation or service provides for the care and custody of children, the operator may provide care for no more than five (5) children who do not reside in the dwelling unit where the care is being provided.

15. If the home occupation or service provides for the care and custody of children, the operator must register the business with the Loudoun County Department of Social Services. If required, the operator must register the business with the Virginia Department of Social Services. The operator must comply with all of the standards and requirements set forth by these Departments or Agencies.

16. The use of a Lot and Living Unit for a home occupation or service must be lawful in all respects and must fully comply with all applicable federal, state, and county laws and ordinances. In addition, the operator of the home occupation must obtain all applicable permits and licenses from the appropriate government agencies.

REQUIREMENTS FOR APPLICATIONS

1. Members who wish to use a Lot and Living Unit for a home occupation or service must submit an application to the Architectural1.Review Board. Verbal requests will not be considered. Teleworking does not constitute a home occupation for the purpose of the process. Teleworking means working alone from a Lot and Living Unit using only telephones and computers.

2. Members must ensure that the application contains precise detail concerning the proposed use of the Lot or Living Unit and why the application should be approved. The application must include the following information:
   - A description of the home occupation or service rendered.
   - The average number of vehicles or individuals expected to visit the Lot on a daily or weekly basis.
   - A description of each vehicle expected to be used for the home occupation and where they will be parked.

3. If the home occupation or service provides for the care or custody of children or other individuals, or if the home occupation is such that third parties are expected to visit the Lot on a regular basis, the Member must ensure that customers will use their single-family home driveway or town home assigned parking when visiting, dropping off, or picking up individuals at the member's Lot. Members are responsible for instructing their third parties to drive safely and adhere to parking laws and regulations when in Ashburn Farm.

4. The Association will identify the four property owners who are adjacent to or have a view of the exterior change or modification being proposed on the application to notify them that the Association has received an In-Home Business application and provide them an opportunity to review the application and provide comment to the Architectural Review Board prior to review.

5. The applicant may submit with the application any additional materials such as permits, licenses, exhibits, petitions, photographs, experts' statements and the like that applicant deems appropriate.

6. Approval by the Association does not waive the necessity of obtaining the required governmental permits, licenses and insurance.

7. Obtaining governmental permits or licenses does not waive the need for Association approval.

8. The Association will not knowingly approve a home occupation or service, which is in violation of the local building or zoning codes. However, the Association has no affirmative responsibility to ensure that use of or changes to a home or lot are in compliance with local or state codes. Changes made to the homes' exterior or the Lot requires approval for the exterior modification in accordance with Association's Architectural Standards and policies.

ADMINISTRATIVE REQUIREMENTS

1. Applications shall be submitted to the Architectural Review Board.

2. If it is determined that the activity of the home occupation is in compliance with the above stated general standards and all other Association policies and standards, the application shall be considered on its merit.

3. The Architectural Review Board shall attempt to act on the application and give written notice to the applicant within forty-five (45) days from receipt of a complete application, including all submissions required.

4. If the Architectural Review Board fails to make a decision within forty-five (45) days from receipt of a completed application and submissions, the request may be referred to the Ashburn Farm Board of Trustees at the written request of the applicant.

5. The responsibility for receiving applications and notifying applicants of the decisions may be delegated to the Association's General Manager. In such case, the review period shall commence upon the date of receipt of a complete application by the General Manager.

RESULTS OF REVIEW

If the application is denied or approved with modifications, the reason(s) for denial or modifications shall be stated as part of the written decision. Notice of such decisions shall be sent to applicant by mail.

The applicant may request reconsideration of the application if new or additional information, which might clarify the request or demonstrate its acceptability, can be provided. A request for reconsideration must be verbally communicated within forty-eight (48) hours of receiving the Architectural Review Board decision and applicant must follow up with a written request for reconsideration within five (5) days after the verbal request following a decision by the Architectural Review Board. Reconsideration will begin the application review process anew as if the original application had not been submitted.

If the application is denied again after reconsideration to the Architectural Review Board, the applicant may appeal the decision of the Architectural Review Board to the Board of Trustees, pursuant to the procedures for appeal set forth below.

APPEAL OF DECISION TO THE ASHBURN FARM BOARD OF TRUSTEES

The final decision of the ARB, if still unsatisfactory, can be appealed to the Board of Trustees. To initiate the appeal procedure, a verbal request for an appeal must be made within forty-eight (48) hours of receiving the ARB decision. A written request must follow within five (5) days. A suggested format is noted below.

(I)(We) hereby petition the Board of Trustees to hear an appeal of the decision of the Architectural Review Board (Application description, Section, Block, and Lot No.) (I)(We) further understand that within the Association the decision of the Board of Trustees on this issue is final.

The Ashburn Farm Board of Trustees may conduct a hearing on the appeal at its next regularly scheduled meeting. The Board of Trustees must notify the applicant in writing of the Board's decision. The Board may sustain, modify or reverse a decision of the Architectural Review Board.

LAMPPOSTS



All homes with lampposts must have working light sensing switches. Removal of lampposts will only be considered if they are replaced with another fixture(s) that provides the same amount of lighting as the removed lamppost and must also be activated by a light-sensing switch. Light must not be directed off your property. A house side shield/reflector may be required. Lampposts located in the rear yard must be part of a landscaping plan and of decorative nature only. Maximum height to the top of light fixture is 8' from grade. Application approval is required before installation.

All freestanding lampposts are to be located in the front yard only and must be black or copper patina, metal and non-reflective. The color and finish of the lamp and post much match. Lamps must be mounted on the top of the post. Adding a lamp post to a home that currently does not have one requires and application be filed and approved before installation.

Also see “Lighting Exterior” on page 37.

Also see Section 7 - “Unique Neighborhoods” on pages 60-61 for changes to the above that may apply to your street and “Maintenance Guidelines” on pages 57-59 for lampposts included in this document.

LANDSCAPING

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic; as well as when planting trees and shrubs close to property lines and/or sidewalks. Trees and plants that are listed under Invasive Plants on the Virginia Department of Conservation and Recreation website at: https://www.dcr.virginia.gov/natural-heritage/ip, should not be planted in Ashburn Farm. Pruning of trees & shrubs deemed to be affecting the line of sight of vehicular traffic may be required to be pruned back, up to eight (8) feet in height. Be advised that you are responsible for maintaining your landscaping so as to not invade in any way an adjoining homeowner's property or you risk fines and/or other means by which the HOA may levy to mitigate in order to resolve the issue.



Vines and/or ivy plants are not allowed to grow on the house structure. Vines and/or ivy plants are allowed to grow onto decks and fences as long as it does not extend more than 6” above the fence or rail and does not protrude through a fence onto the neighboring side, as well as if maintained properly at ground level or on trellises, pergolas, decks, etc. as long as they are not allowed to attach to the home structure.

- Planting beds must be mulched using natural wood or rubber mulch.
- Rubber mulch is allowable in cedar, black or brown colors.



Foundation plantings are required on the street side of single family and townhomes. A minimum of three (3) plants, three (3) gallon size. These plantings must be perennial or evergreen shrubs. Annuals can be used as fill-in plants but not as the primary planting material.

Changes NOT REQUIRING an application:

- The installation of foundation plantings, (flowers and/or shrubs) in beds located within approximately four (4) feet of the foundation of the dwelling or extensions of the dwelling to include decks, patios, driveways and walkways (not including common sidewalks). Generally, foundation plantings must provide a three (3) foot setback from the property lines.
- The installation of up to three (3) two-inch caliper trees, measured two inches above the crown, or up to six (6) five-gallon shrubs in any one season, or the removal of dead or dangerous trees from one’s own property.

Changes REQUIRING an Application (See Application Requirements on next page):

- Plantings located more than four (4) feet from the foundation or extension, as defined above and when a variance is required for the three (3) foot setback. The application should include a detailed description of the proposed landscaping to include location, dimensions, bedding material, and identification of intended plant types.
- Hedges.
- Landscape edging, or retaining walls, if they form a barrier more than twelve (12) inches high and eight (8) feet long and cannot extend into the common area.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Include a description of the types and sizes of trees and shrubs to be planted and/or materials to be used.
- ☐ Describe any grading changes that are planned.
- ☐ Site plan indicating where the landscaping will be done.
- ☐ Worksheet E.

For Tree Removal, see “Tree Stumps and Tree Removal” on page 55.
Also see “Maintenance Guidelines” on pages 57-59.
Also see “Lawns” on pages 36-37.

LATTICE (Privacy Screening)

GENERAL REQUIREMENTS

- Under no circumstance is lattice allowed to be used as property line fencing.
- Lattice must be properly framed and anchored on all sides. Provide details on the framing with application.
- Lattice must be pressure-treated and have a minimum thickness of one half (1/2”) inch measured at the overlap. Other materials will be considered on a case-by-case basis.
- Lattice should be stained to match the deck or sealed with a clear (non-pigmented) sealer.

SINGLE FAMILY STANDARDS

- Maximum height of vertical lattice is limited to eight feet (8’) above the deck floor, including any necessary framing and/or support structure.
- It cannot extend above the eave of any adjoining roof.
- Lattice must be mounted on the railing and cannot extend below the top of the railing.
- Lattice cannot be installed on more than 50% of the existing perimeter above the deck.

TOWNHOUSE STANDARDS

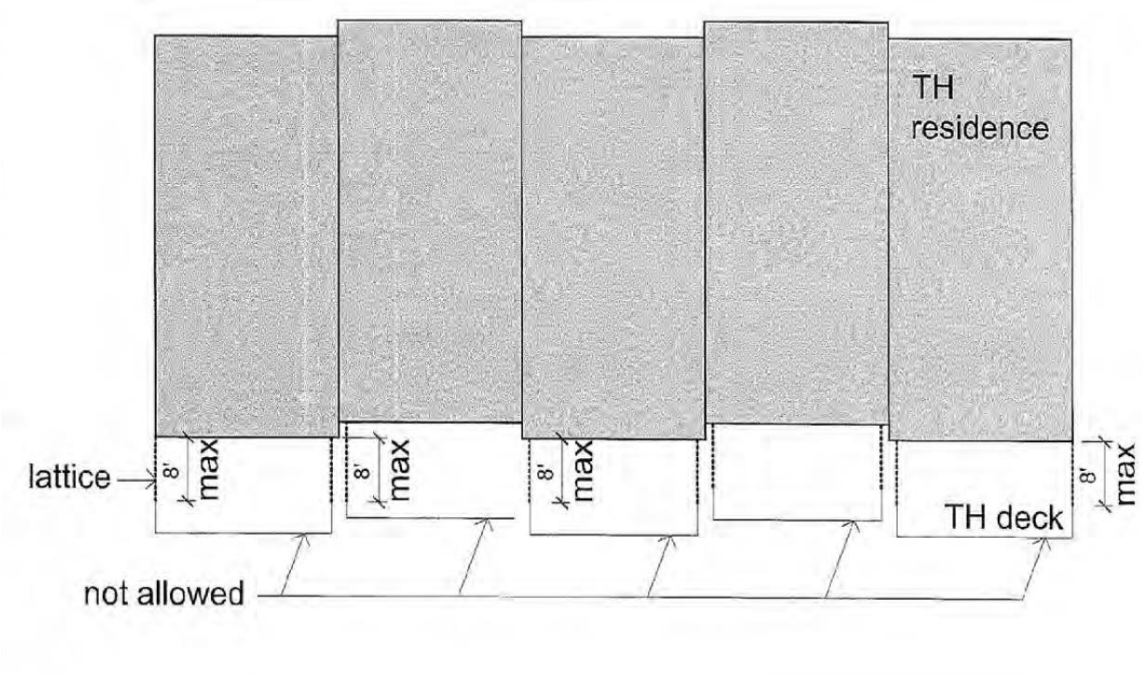
- Maximum height of vertical lattice is limited to seven feet (7’) above the deck floor, including any necessary framing and/or support structure.
- It cannot extend above the eave of any adjoining roof.
- Lattice must be mounted on the railing and cannot extend below the top of the railing.
- Lattice can be mounted on the deck sides but no further than eight feet (8’) from the house.
- Lattice may not be used on angled corners or rear of the deck, see "Illustration A" on next page.
- These guidelines are to ensure the lattice on one home will not block the overall view from neighboring townhomes.

Note: Townhomes may screen the sides of decks with lattice, with a maximum of seven (7) feet above the deck floor and no longer than eight (8) feet in length. Lattice may not be used at the end of the deck. See "Illustration A" on next page.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Worksheet C.

For Lattice on townhome fences – see “Townhome Fences” on page 28.
Illustration A: Lattice on townhome deck



LAWN and GARDEN EQUIPMENT

All lawn equipment, including riding mowers and their attachments, including but not limited to: small trailers, dethatchers, aerators, etc. must be stored in an area that has minimal impact to the adjoining or adjacent properties; like a shed, garage or behind the rear plane of the home. The lawn maintenance equipment should be suited to the size of the property it is going to be used to maintain. At no time should this equipment be stored in the front or side yard of a property or the common area.

LAWNS

A lawn consists of warm or cool season grass, which is cut and maintained as turf, or lawn, and must be maintained at six (6) inches or less in height. It should be maintained so that it is uniform and consistent throughout. Grassy and broadleaf weeds like Crabgrass, Dandelions, and Clover, to name a few, are considered weeds and must be periodically removed from the lawn.

Periodic Weed Control must greatly reduce the presence of broadleaf & grassy weeds. Periodic weed control is defined as one treatment per year; however, more may be necessary to reduce the presence of weeds below the necessary threshold.

High traffic areas, such as those near gates, or narrow access points on the side, or in the rear of a home will not be noted as a violation; however, recommendations as to what has been successful in similar situations may be made.

Bare areas that are the result of dense shade must be reasonably minimized so as not to be a significant portion of the yard and should have complementary ground cover installed to improve aesthetics.

The area under canopy in a partially wooded lot may be left natural.
Considerations will be made during drought.

Applying grass seed to repair lawns, or bare areas do not require application; however, adding topsoil, stone or mulch to repair or cover a bare area may change or negatively impact the flow of water for other lots and for that reason must receive prior approval.

Any alteration to the landscape requires the submission of an Exterior Alteration Application.

ARTIFICAL TURF

An Exterior Alteration Application (EAA) must be submitted and approved prior to the installation of artificial turf. Currently artificial turf is only permitted in the rear yards of townhomes completely fenced in. If an artificial turf area will meet a neighboring natural turf area, it must be separated with a barrier of at least 6 inches of hardscape or a planter containing organic plant material.

The Application must include the following:

- Photo of the area to be covered by the artificial turf, and a photo of proximity areas.
- Drawings of the area to be covered showing requested turf, organic landscaping, and hardscaping.
- Manufacturer's product description, specifications, installation instructions, turf care guidelines and warranty requirements.
- Identification of the qualified installer.
- Drainage outfall must be clearly shown if underdrain system is used.

General Installation Requirements:

- Must include a weed barrier and a properly prepared aggregate base for drainage.
- Turf cannot be placed directly on top of existing grass, dirt, or hardscape.
- Turf must be adequately secured with no ripples or seams showing.
- Turf must have a prepared base of infill.

General Lawn Turf Guidelines:

- All installations must always appear natural.
- Turf must be maintained according to the manufacturer's guidelines and warranty requirements.
- Turf must be natural in appearance, including blades that are multi-height, width, and texture.
- Colors need to be of regional grasses (Fescue, Bermuda, Bluegrass, etc.)
- Pile height must be at least 1 1/2 inches.
- Turf uniformity must be maintained.
- Turf must have UV protection.
- Turf must be cleaned, and the pile raked and or fluffed periodically to maintain its appearance.
- Infill must be recharged or replaced if odor or deterioration occurs.

Infill - refers to the products that are placed in between the fibers of artificial turf, or the synthetic grass blades. The purpose of infill is to help the grass blades stand up or return to their intended upright position after they have been exposed to pressure. Additionally, infill helps to shield the backing used on artificial turf from the damage that is caused by UV rays."

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the deck to the house, property lines, and adjacent properties. ☐ Worksheet E

Also see "Maintenance Guidelines" on pages 57-59.

LIGHTING (Exterior)

- Exterior lighting must be directed onto one's own property. Light must not be directed towards neighboring property, and care must be exercised when neighboring windows face the source of light.
- It is a violation to direct exterior lighting onto neighboring property and the Association may require the use of a house side shield, or similar reflector, to reduce the intensity of the light, or ask that it be relocated.
- Light fixtures, which are proposed in place of the original fixtures, should be compatible in style and scale with the house.
- Lighting which is part of the original structure, must not be altered without ARB approval.
- Applications for exterior lighting should include number of lams, lumen output, wattage, height of light fixture above ground, a complete description including descriptive material of the light fixture and location on the

property.

- Low voltage or solar landscape lighting (e.g., Malibu, Kichler, etc. brand lighting) does not require an application.
- Also see “Lampposts” on page 34.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)

LITTLE LIBRARIES

Little libraries have been installed in various common areas of the community. These structures cannot be installed without the approval of the Ashburn Farm Association and must meet the following criteria:

Size & Scale: Post with box on top - 5’H total.
Box for books: 24”L x 13”W

Material & Color: Wood or composite/simulated wood materials, such as “Trex®”. Applications must include a picture of the finished color of the building material or any stain to be used. Colors should complement the house or structures closest to it to blend in with the community. The doors to the library must be on the sidewalk side of the structure.

Location: The General Manager of Ashburn Farm Association will inspect the area of installation prior to the applications review by the Architectural Review Board and sign off on its placement.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Worksheet J – Miscellaneous Structure. ☐ Pictures of colors and/or stains to be used. ☐ Plat or map showing location for the library to be installed.

MAILBOXES (Single Family)

Mailboxes must be located so as not to obstruct sidewalks or sight lines in accordance with USPS height and distance requirements (see below). Mailboxes must be placed 6 to 8 inches from the curb; the incoming mail slot or door must be 41 to 45 inches from the ground. A mailbox is a functional necessity, not a decorative item, and therefore, only temporary, seasonal decorations are permitted.

No application is required if replacing the mailbox with a similar style mailbox.

Mailboxes must be black, and the supporting post must be painted Olympic Cocoa. An ARB-approved equivalent of the color is provided below:



The entire mailbox post must be constructed of like material and can be either composite or wood. The mailbox post must be buried less than 24 inches deep and be no larger than 4 inches high by 4 inches wide.

The USPS requires that numbers be placed on the front of the curbside mailbox or the side featuring the signal flag. Numbers must be at least 1 inch tall. All curbside mailboxes must have a signal flag.

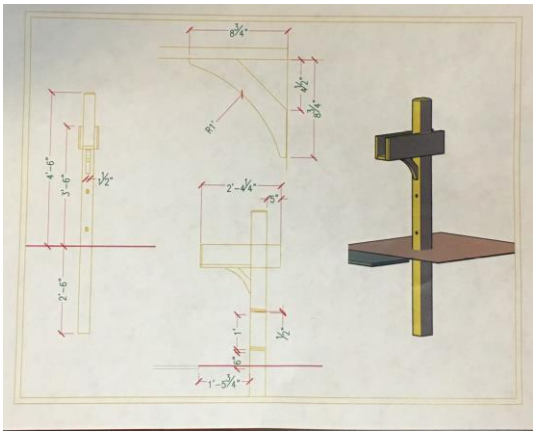
Also, see Section 7 - “Unique Neighborhoods” on pages 60-61 for changes to the above that may apply to your street.

An application is not required if replacing the existing mailbox and post with the example (Design A) shown below:

Illustration C below provides the mailbox design, measurements, and examples of previously approved styles:

Design A





However, an application is required to replace the existing mailbox and post with an alternative one. An examples of a previously approved alternative is below:

Alternative



MISMATCHED COLORS

Similar features on a home must match to minimize any blemish. Patchworks of past touchups must be combined and completely repainted periodically.

MOTOR VEHICLES

Refer to the Ashburn Farm Covenants and restrictions. The Covenants state “no motor vehicles shall be driven on pathways or common area, except such vehicles as are authorized by the Association as needed to maintain, repair, or improve the common area.” Any operation of unauthorized vehicles on the common area is a safety hazard and constitutes trespassing and violators will be prosecuted.

All motor vehicles, including, but not limited to, trail bikes, motorcycles, Segways, mopeds, dune buggies, ATV’s, UTV’s micro bikes, pocket bikes, snow mobiles, or other motorized vehicles must not be driven on sidewalks, paths or trails, but shall be driven only upon paved streets and parking as permitted by Loudoun County regulations and state Laws.

NOISE

- The Association does not have the legal authority, nor the appropriate staffing to respond to this type of concern. Noise complaints should be reported to the Loudoun County Sheriff's Office.
- See Loudoun County Ordinance 654.02 – Unreasonable Noise. You can access the Codified Ordinances from the Loudoun County Website at http://www.loudoun.gov.

OPEN SPACE (COMMON AREAS)



- No hunting or trapping of any kind is permitted on Ashburn Farm Common Areas.
- No recreational shooting. The discharge of firearms or weapons, bows and arrows, at fixed or moveable targets is not permitted on the common areas. (This includes games such as Paintball and Airsoft).
- Dumping of organic debris (leaves, grass, clippings/cuttings, branches, etc.) on any common area property is prohibited.
- No open burning is permitted on any common area property.
- No person shall obstruct the common area of Ashburn Farm or otherwise impede the rightful access of any other person on any portion of the property (including sidewalks) upon which a person has a right to be. No objects are to be placed, altered or removed on common area or on community facilities without the approval of the Ashburn Farm Association.
- Structures (e.g., forts and tree houses) are not permitted on Ashburn Farm Common Areas.

PAINTING (Exterior)

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing and other appurtenant structures. Changes in color to certain components of the exterior of a home like shutter, doors, trim, etc. may require that other features, previously applied for and approved as matching, must also be updated. (For example, if the trim and accent colors of a shed that was applied for were approved to match the house, but then 3 years later, a color change was made to the home's siding and trim, the shed must also be repainted to match the home.)

- Any change of color requires an Exterior Alteration Application.
- Change of exterior color for both single family and townhomes should relate to and complement the colors of the houses in the immediate area.
- Repainting or re-staining a specific object with the current color and finish, which will blend seamlessly with that object and elsewhere on the home, does not need approval.
- Repairs or touch-ups to siding and trim must match the style, profile, finish and color and blend seamlessly from new to old. Concrete or masonry block foundations and/or party walls in need of repair or repainting. An EAA must be submitted for proposed change of foundation color.

Exception: Houses in the Unique Neighborhood of Stonebridge, Crocus, Vineland, and Wildflower must retain their original colors.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Worksheet D.

PARKING & TOWING

See the Ashburn Farm Association website: www.ashburnfarmassociation.org for the latest Towing Service Provider Contact Info and any updates to the parking policy since the last printing of these Standards.

Parking Near Mailboxes
Any vehicle parked in front of or blocking mailbox access which impedes delivery or pickup will be towed without notice!

Fire Lane & "No Parking" Designations
Vehicles may be parked only in designated parking spaces. Vehicles may not park in "No Parking" areas or Fire Lane areas as posted or designated and will be towed without notice.

Blocking Handicap Ramps
Any vehicle parked in a manner that blocks any handicap ramp may be towed without notice.

Reserved Parking

- Reserved parking is assigned by lot numbers.
- Any resident on a street with reserved parking who finds an unauthorized vehicle in his/her reserved parking space may initiate immediate towing of the unauthorized vehicle, however, residents are strongly encouraged to solve any problems with the owner of the offending vehicle, if possible, prior to implementing towing of the same.
- Only residents with reserved spaces may call an authorized towing company to remove an offending vehicle from their reserved space. The initiator of the tow must be present when the towing company arrives and must provide the towing company with a driver's license. The driver's license will enable the towing company to verify the initiators' address to ensure that it corresponds to the reserved parking spaces assigned to a particular townhome. The initiator of the tow must sign an impound slip authorizing the tow.

PATIOS



Patios should be located behind the rear plane of the house. Patios for single family homes must be installed within the Loudoun County setback required limits, and not across building restriction Lines (BRL). Patios may be constructed of concrete, brick, landscape slate, flagstone, or other hardscape material; and must be of the same material and design. Loose stone is not permitted to be used as the finished patio. Design and material must be consistent with your house.

An application is required for all patios. The only exceptions are patios constructed by the builder.

When patio designs include other exterior changes, such as fencing, lights, plantings, etc., the other appropriate sections of the Guidelines should be reviewed prior to application.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan showing the relationship of the patio to the house, property lines, and adjacent properties.
- ☐ Worksheets A, C, and E.

PATIO/LAWN FURNITURE

- Patio furniture should be located in rear yards and not in front of the home. While we realize there are exceptions, all styles of leisure furniture stored in the front of the house are subject to review by the Architectural Review Board.
- Two complementary chairs or a bench can be placed/used in the front of a home without application if:
  *The chairs or bench are specifically for use outdoors and of a common size, material, etc.
  *Chairs or a bench in this area are meant to facilitate kids playing in yards with parents nearby, neighborly exchanges where a quick conversation can happen, or a drink be enjoyed and so the furniture must be maintained according to good maintenance practices.

PERGOLAS

Pergolas are prohibited without prior ARB approval. If a prefabricated pergola is being proposed, please include a catalogue/manufacturer's photograph, description, dimensions, material, and color.

Pergolas as defined for use by the Association as a structure typically consisting of parallel colonnades, supporting an open roof of girders and cross rafters for the purpose of shade.

- Pergolas may only be constructed in the rear yard.
- Pergolas may be constructed in conjunction with a deck or patio.
- Pergolas must be an appropriate size for the area in which they are to be located.
- Pergolas must be constructed of wood and painted to match the home or deck or sealed with a clear (non-pigmented) sealer.
- Additional landscaping may be required.

PETS/ANIMALS

A reasonable number of orderly common household pets may be kept on a Lot, as long as the pets are not raised, bred or kept for commercial purposes and abide by the remainder of this policy.



Pets are defined as dogs, cats, fish, gerbils, commonly kept caged domesticated birds (no birds of prey) & non-poisonous reptiles (snakes, lizards).

Animals, livestock, poultry, or insects of any kind, regardless of number, are prohibited and shall not be raised, bred or kept on any Lot or in common area.

Pets are not permitted in common area unless the pet is carried or leashed.

Pet feces must be cleaned up by the owner responsible for the pet being on the property.

All pets must be registered and inoculated as required by state law and Loudoun County. The appropriate governmental authorities shall have an easement across the property to enforce local animal control laws and ordinances.

Any Owner who keeps or maintains any pet upon any portion of the property shall be deemed to have indemnified and agreed to hold the Association, each Owner and the Declarant free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the property.

DOGHOUSES

Doghouses must be screened from view of the street and adjoining lots. Doghouse areas are to be kept free of animal waste and debris. Doghouses must be compatible with the house in color and materials or match a natural wood fence.

Doghouses are not to be placed on townhome decks. Doghouses should be located behind the rear plane of the house. The size of the doghouse should be compatible to the size of the dog.
(For additional information on "rear plane" see Section 8 – Glossary of Terms on pages 62-65.)

PENS

Animal pens and cages (e.g., rabbit cage) will be considered. The pen or cage must be located so as to minimize the negative impacts (visual, noise, odor, etc.) on neighboring properties to the greatest extent possible. Pens and cages must be appropriate to the size of animals.

Dog pens or kennels are not allowed. Special consideration will be taken if the animal is a working or service animal.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the deck to the house, property lines, and adjacent properties. ☐ Worksheet J.

PLANTING (COMMON AREAS)

Occasionally a request is made from a homeowner to plant on open space and at times, these requests are warranted. An EAA must be submitted and approval obtained prior to planting on the common areas. The guidelines are listed below.

- The homeowner is responsible for identifying all easements (e.g., VDOT, Utilities and Drainage) located at the proposed planting area.
- Type(s) of planting material must be selected from the Ashburn Farm "Specific Listing of Plantings". This listing is posted on the Ashburn Farm Association website under "Property Maintenance". The final design and plant material will be reviewed and must be approved by the ARB.
- Minimum size of plant material is as follows:
  - 3 – 5 gallon container for deciduous plants
  - 4 ft. – 6 ft. height for evergreen shrubs
  - 1 ½" (inches) trunk diameter as measured two (2) inches above the crown of the tree
- Mulch must be double-shredded, non-colored, hardwood.
- Installer of plant material, either the homeowner or a professional landscaper, must provide a Certificate of Insurance (to be obtained from the homeowner's insurance company) with Ashburn Farm Homeowner's Association named as an additional insured prior to installing plant material.
- Miss Utility must be contacted before installation.
- Homeowner is responsible for any and all damage to the common area, including pathways, caused in the process of installing plant material. This includes, but is not limited to: disturbed turf areas, tire ruts, damaged curbs and pathways. If damage occurs and is not repaired, homeowner will be responsible for charges incurred in restoring the common areas to their original condition.
- Homeowner is responsible for the care and maintenance of all approved plant material for a period of eighteen (18) months from the date of installation. This is to include the removal and replacement of all dead or diseased plant material.
- The Association does not guarantee, nor is the Association required, to replace any approved plant material after the initial eighteen (18) month homeowner maintenance period.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ The application must include a site plan of the homeowner's property showing the common area location in the relation to the homeowner's property where plants will be installed, the type of plant materials, and number of plants. ☐ Insurance certificate. ☐ Worksheet E.

PLAY EQUIPMENT



The desire for swing sets, trampolines, playhouses, etc. on lots or neighborhood property is frequently expressed. Most equipment of this sort is commercially available but is often less pleasing in appearance, whereas creatively designed equipment is encouraged. The Standard below is an effort to reconcile the need for play equipment with the goal of minimizing

its visual impact. An application is required. Please keep in mind that tot lots and courts are built throughout Ashburn Farm and are available for use by all homeowners.

Location and Size: Playground equipment should be located behind the rear plane of the house. Consideration must be given to lot size, equipment size, colors and design, and the amount of visual screening, etc. Playground equipment must be located a minimum of six (*6*) feet from property lines. The playground equipment structure can be no higher than twelve (*12*) feet from the grade of the site.

Materials and Color: Playground equipment constructed of wood is encouraged. Metal play equipment is allowed. Playhouses & treehouses should match the dwelling, e.g., shingles and house colors. Other play equipment colors will be considered and are contingent upon location and landscaping.

RECREATION, CHILD/BABY EQUIPMENT AND TOYS

Equipment includes, but is not limited to, toys, bikes, scooters, wagons, strollers, sports equipment and any other play equipment must be stored in the rear yard or garage after dark.

SPORTS ACTIVITIES

Sports activities, such as, but not limited to: baseball, basketball, golf, football, hockey, and softball; are not permitted on townhouse streets. Play equipment and sports structures must be neatly stored in rear yards and not in townhouse parking spaces. Also see Basketball Goals on page 14.

TRAMPOLINES

No EAA is required for single-family home trampolines. However, trampolines must be placed a minimum of six (6) feet from property lines. Trampolines are not allowed on townhome properties due to the six (6) foot setback requirements.

TREE HOUSES ON PRIVATE PROPERTY

The tree house structure can be no higher than twelve (*12*) feet from the average grade of the site.

For Playhouses – see “Sheds, Playhouses & Greenhouses” on page 48.
Also see “Basketball Goals” on page 14.
(For information on “rear plane” see Section 8 – Glossary of Terms on pages 62-65.)

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan showing the relationship of the play equipment to the house; property lines and adjacent properties. A first and second location choice must be presented.
- ☐ Picture of the equipment including color and dimensions.
- ☐ Worksheet H.

PONDS

In the interest of safety, the installation requirements for ponds or multi-levels of ponds will also have to address safety concerns. Ponds should be located behind the rear plane of the house. Landscaping with shrubbery or property line fencing should be considered.

Ponds in townhome yards must be appropriately sized for the space available.

(For information on “rear plane” see Section 8 – Glossary of Terms on pages 62-65.)

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan indicating the pond location. ☐ Worksheet E.

PROPERTY - GENERAL APPEARANCE

The grounds of your property should provide a clean, uncluttered, tidy appearance to the neighbors/neighborhood/community. The location of items when not in use is in a shed or garage, or neatly stacked against the rear of the house or under the deck. It is a violation to leave items scattered around the yard or common area.
Items not related to toys, lawn and garden equipment, and patio furniture cannot be stored on the grounds. These items include, but are not limited to:

- Vehicle parts and accessories (i.e., truck caps/covers, tires, wheels, etc.)
- Interior furniture (i.e., couches, chairs, bookcases, etc.)
- Home repair, business related (i.e., compressors, construction/landscaping materials, trailers)
- Recreational equipment (i.e., boats, motorized vehicles, trailers, etc.)

Seasonal items, like lawn and garden equipment, outdoor furniture, toys, etc. that are no longer in use because the season has ended must be indoors, in a shed, or neatly stored in the rear of the property.

RAILINGS AND RAMPS

Railings or ramps must complement the existing house and landscaping. They must also be compliant with Loudoun County Code. An application is required.

RAIN BARRELS

Rain barrels should be designed to be unobtrusive in location and appearance and must not cause drainage problems to the property or its neighbors. The location should take advantage of screening provided by existing or proposed structures and/or vegetation.

- No more than two barrels visible from the street will be permitted on any property. The barrel/vessel must be sturdily constructed of durable plastic in stone, Terra Cotta, simulated wood or other natural color with a screened cover and a splash block provided for the overflow.
- Other colors which match the trim or siding will be considered.
- The overflow from the rain barrel must discharge to the same location as the current downspout or be redirected in a manner that does not adversely impact rainwater runoff.
- Rain barrels should be set into a landscaped area, so their appearance will be softened by plant material. Additional landscaping or screening may be required to diminish the visual impact on other properties or from the street.
- Rain barrels in the front of a property must be fully obscured by landscaping.
- Rain barrels must be equipped with a debris & insect screen.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ A copy of the site plan showing the house, any accessory structures, significant vegetation, property lines, and the location of the proposed rain barrel. ☐ A catalogue photograph or manufacturer's "cut sheet" of the rain barrel, including dimensions, material and color. ☐ A planting plan indicating the type and location of vegetation or other screening, existing or proposed.

RECREATIONAL VEHICLES – STORAGE

Recreational vehicles can and will be towed from Association owned parking forty-eight (48) hours after being ticketed by the Association. It is a violation of these Standards to park recreational vehicles on any property unless the recreational vehicles are housed in the garage.

Recreational vehicles include, but are not limited to:

- Any boat or boat trailer.
- Any vehicle whose external configuration conforms to the generally accepted definition of a motor home.
- Any truck camper or truck cap that is either wider or longer than the pickup truck bed on which it is mounted. Truck caps may also be known as tops, toppers, shells, slip-ons or by various other names.
- Any park trailer, travel trailer, regardless of interior configuration.
- Any fold-down camping trailer.
- Any snowmobile, all-terrain vehicles, dune buggy, trail bike, go-kart, Jet Ski, or other self-propelled vehicle not licensed for operation on a public street.
- Any motorized vehicle not legal for operation on the roadways of Virginia.

For updated information on recreational vehicles that may have been adopted since the last printing of these standards, please see the Ashburn Farm Association website at: https://ashburnfarmassociation.org/resolutions/.

ROCK, LOOSE ROCK, GRAVEL, AND STONE

- Loose stone can be used as part of an overall landscape design or to facilitate drainage acting as a conduit and ground cover in areas where water makes establishing grass or plantings difficult.
- Use of loose stone requires prior approval from the Association.
- Stones of any natural color will be permitted.
- Areas or beds of loose stone must have a defined edge that completely contains the stone and cannot cover an area more than 1,000 square feet. (Exceptions may be made to the square footage allowed under special circumstance.)
- Loose stone can be used to surround the base of mailbox posts and yard lamp posts, to prevent damage from mechanical trimmers/weed eaters but must be no more than four square feet.
- Areas of loose stone must be maintained weed free and sufficiently cover the ground or weed control fabric.
- The use of rocks/stones that are arranged as part of landscaping design (back or front yard) and well maintained are allowed.
- The use of rock against the foundation in front of the home is allowed. The Loudoun County Fire Department recommends against the use of mulch or any combustible materials within 18 inches of any combustible part (such as wood or vinyl) of a structure.

ROCK GARDENS

A rock garden is a garden in which large rocks (12" in diameter or greater) are arranged and plants cultivated in a carefully designed, decorative scheme. An application is required for all rock and water gardens.

Any variation from the below standards will require an Exterior Alteration Application.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the garden to the house; property lines and the adjacent properties. A first and second choice must be presented. ☐ Worksheet E.

ROOFS

An Exterior Alteration Application must be submitted for any change to the roof's color or shingle style. Replacing areas of roofing or the entire roof, with an exact match does not require an application.

Flat portico roofs that are not visible from the street may be replaced using synthetic waterproof roof underlayment material and can be painted to match the color of the roofing shingles. An application is required.

For properties located on the following streets:
Livery Sq, Dray Terr, Stonebridge Dr, Crocus Terr, Vineland Sq, Wildflower Sq and Butterfield Ct

Please see Section 7 - "Unique Neighborhoods" on pages 60-61.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Picture of the shingle type and color.

SATELLITE DISHES



Satellite dishes are restricted to a maximum of one meter (approximately 36 inches) in diameter or diagonal measurement. All cabling (Dishes, Internet, Cable TV, and Antennas) on the exterior of the house must be secured at four (4) foot intervals and hidden as much as possible (e.g, under siding ridges, under down spouts, gutters, etc.) If cabling is installed in a non-metallic tubing (plastic tubing) it must be secured at intervals not exceeding three (3) feet and secured one (1) foot from wiring device (box). If a non-metallic tubing installation is NOT used, the cable cannot be strapped, taped, or attached by any means to the exterior of any conduit or gutters as a means of support.

- Satellite dishes on decks must be mounted below the deck floor and the top of the satellite dish cannot rise above the top rail of the deck.
- A maximum of two working dishes are allowed. Non-working dishes and all cabling and mounting hardware must be removed.
- When the satellite dish can only be installed on top of a section of the house siding in order to be functional, a base mounting block (or protection similar) must be used to avoid permanent damage to the siding.

Additional dishes will be considered on a case-by-case basis.

SCREENED PORCHES and DECKS



Enclosed or screened porches and decks on single-family houses must be architecturally consistent with any proposed/existing deck on the house. The roof must match the slope, shingle type and color of the house roof, unless the porch is built below an elevated deck. Other roofing types will be considered. A proposed outside entrance door must match the color and construction of the structure it serves.

Size and Scale: Screened porches and decks should be located within the rear plane of the house and not extend beyond the side planes of the house. They should be appropriate to the scale of the house as sited on the lot. They must meet Loudoun County minimum setback requirements and should not be constructed across Building Restriction Lines (BRL) as shown on individual plats or site plans.

Material and Color: Screened porches and decks should be constructed of wood or simulated wood materials such Trex. All other materials will be considered but may not be approved. Roof shingles and siding must match the existing house colors.

Screened porches on townhomes are not allowed.

For information on "rear and side planes" see Glossary of Terms on pages 62–65.

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan showing the relationship of the screened porch to the house, property lines, and adjacent properties.
- ☐ Worksheet A.

SHEDS, PLAYHOUSES, & GREENHOUSES (detached)



Ashburn Farm is envisioned as a community in which each of its parts relates well and is properly integrated into the whole of its design. An inappropriately placed or poorly designed shed can visually and functionally negate an otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage, which must be considered.

- One shed or playhouse per house is permitted.
- Metal sheds are not permitted.
- Detached greenhouses will be reviewed under the same criteria as storage sheds with consideration for the special requirements of sun orientation.
- In addition to the application requirements noted below, include a duplicate of the document submitted to Loudoun County for a building permit.
- A freestanding shed must be architecturally compatible with the house design. The color scheme should match the house. Roof should mirror the type and material of the house.
- Shed structures cannot be used for dwelling purposes, as a studio, or for business use.

SINGLE FAMILY - Design Criteria

WOOD CONSTRUCTED SHEDS

Size: 10' (foot) x 12' (foot) x 10' (foot). Floor space to be 120 square foot maximum. Roof peak maximum is 10 foot.

Location: Behind the rear plane of the house, (*2*) feet off property lines.

Exterior: Siding and shingles to match house.

Landscaping: Appropriate landscaping screening may be required.

PRE-FAB SHEDS – WOOD OR RESIN

Size: 10’ (foot) x 12’ (foot) x 10’ (foot). Floor space to be 120 square foot maximum. Ten (10) foot roof peak maximum.

Location: Below elevated deck. If the height of the deck will not allow for the shed to be stored under it, or such location will interfere with its use or impact the aesthetic value of the property then the shed may be placed up against the rear of the house structure or behind the rear plane of the house, 2 feet off property lines.

Exterior: Colors other than white, tan, cream, or gray, must be approved by the Architectural Review Board. Standard manufacturer’s roof or shingles that match existing property. No aftermarket features to be added without approval by the Architectural Review Board.

Landscaping: Appropriate landscaping screening may be required.

PRE-FAB VINYL, PLASTIC, RESIN, ETC. - SMALL CONTAINERS

Size: 15 square ft. maximum

Location: 15 square ft. max 6' high may be placed against the rear of the house;
15 square ft. max 8' high must be located below elevated deck;
15 square ft. max 42" high may be located on elevated deck.

Exterior: Colors other than white, tan, cream, or gray, must be approved by the ARB. Standard manufacturer’s roof. No aftermarket features to be added.

Landscaping: Appropriate landscaping screening may be required.

Note: If pre-fab shed meets the requirements noted above, no EAA is required.

TOWNHOME - Design Criteria

WOOD CONSTRUCTED SHEDS

Size: Forty (*40*) square foot maximum floor space.

Roof height: The maximum peak height of the shed, including the base and/or platform, cannot be higher than 6'6", as measured from grade.

Location: Located against or along the fence behind the rear plane of the house. Roof shingles to match the house are required. Siding must match house siding or shed may match the color of the fence.

Exterior: Siding and shingles to match house.

Landscaping: Appropriate landscaping screening may be required.

INTEGRATING SHED WITH FENCE

Townhome owners may wish to integrate the shed with the fence. The architectural design of the shed must be compatible with the design of the fence, whether the fence exists, or it is to be built with the shed.



Size: Forty (40) square foot maximum floor space. Maximum roof peak is six (6) feet.

Color: The color scheme must be identical to that used on the fence.

Roof: The roof of the shed must be a flat roof with the top of the roof at the same elevation as the top of the fence maximum or slope with the top elevation no higher than the top of the fence. roof materials should match those of the house.

PRE-FAB VINYL, PLASTIC, RESIN OR WOOD

Size: Forty (*40*) square foot maximum floor space. The maximum peak height of the shed, including the base and/or platform, cannot be higher than 6'6", as measured at grade.

Location: Located below elevated deck or located against fence in rear plane of the house.

Exterior: Colors other than white, tan, cream, or gray, must be approved by the ARB. No aftermarket features to be added.

Landscaping: Appropriate landscaping screening may be required.

Note: If pre-fab shed meets the requirements noted above, no EAA is required.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the shed to the house, property lines, and adjacent properties. ☐ Worksheets E and G.

SIDEWALKS WALKWAYS AND PATHWAYS



Above is an example of a walkway with a flare at the driveway.



Above is an example of a flagstone walkway-no flare.

The installation of sidewalks, walkways or pathways on a lot will be considered if it seems appropriate for the intended use and is appropriate to the size and scale of the lot. Stone, concrete, slate, flagstone or brick would be appropriate materials. Loose stone/gravel/ rock are not permitted as a primary medium for the walk. Walkways and pathways must be set back from any VDOT right of way and out of any easements.

Walkways can only be installed on the front door side of the driveway. Vehicles cannot be parked on walkways.

Townhome owners can apply for a border along their driveway, but said border cannot be wider than twelve (12) inches on each side of the drive and cannot extend beyond the driveway, but rather must stop where the driveway meets the apron. Any driveway border must be constructed of brick pavers, concrete or similar hardscape material. Loose stones are prohibited.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan showing the relationship of the shed to the house, property lines, and adjacent properties.

SIDING REPAIRS

Necessary repairs to siding due to damage must match the color, finish, profile, and size of the original siding as closely as possible. If a seamless match of the original siding cannot be made, the damaged side of the home must be replaced with siding of the same finish, profile and size. If the color of the newly replaced siding does not match, it can be painted to seamlessly match the existing siding color of the home.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ A picture showing the color of the replacement siding must be submitted with application.

SIGNS

No sign shall be attached to structures, fences, state traffic posts, Association signposts, lampposts, trees or townhouse mailbox porticos. This sign policy shall adhere to the Loudoun County Ordinance for placement of temporary signs. Individuals will be charged for sign removal from, and maintenance of, the aforementioned items. The Association will remove improperly placed and non-conforming signs. No commercial/business advertising, except for home sales, is allowed.

Permanent Signs: An application is required for all permanent signs. It shall be the applicant's responsibility to secure Loudoun County and/or State approval. This includes Commercial Properties. Colors must be within the boundaries of the Ashburn Farm concept. An EAA must be submitted for permanent signs. Permanent signs will not be considered for residential lots.

Real Estate or Home Sale: These signs must meet Loudoun County regulations with respect to size, content, and time restrictions. Only one sign may be displayed on a lot. Real estate signs must be removed within forty-eight (48) hours of closing paperwork.

- No more than four (4) directional signs may be used on an open house event.
- No balloons or other accessories to be attached to signs.
- Material for the sign and stand must be self-supporting and shall be no greater than 18" x 24".
- Signs may be placed out at 7:00 a.m. and removed by 7:00 p.m. daily.

All signs not meeting the above criteria will be removed.

Security Signs: Two small (100 square inches or less) modest sign posted near (within 2 ft.) of the front and or behind the rear plane of the house will be permitted for security purposes. (For information on "rear plane" see Section 8 – Glossary of Terms on pages 62-65.)

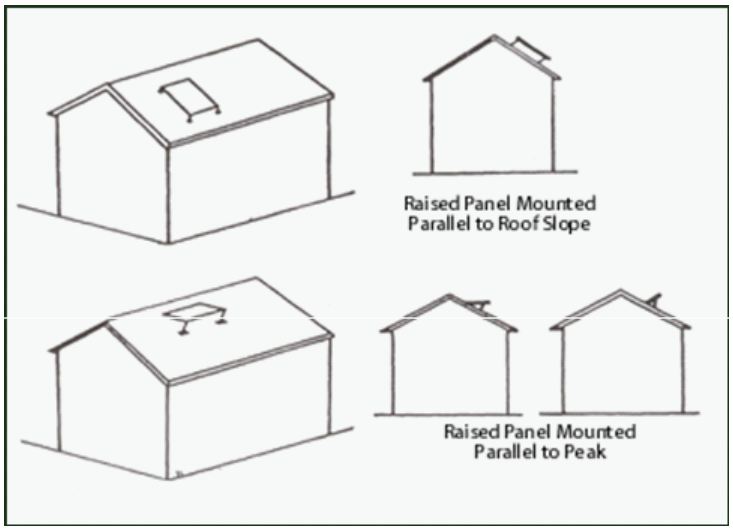
Contractor Signs: Contractor signs which advertise work must meet Loudoun County regulations with respect to size and content. Only one sign may be placed on the property of the homeowner where work is being performed and only while work and materials are present by the contractor.

Political Elections: Signs must meet the following criteria:

- No more than two (2) signs per property.
- No balloons or other accessories shall be attached to signs.
- Material for the sign and stand must be self-supporting and be no greater than 18" x 24".
- Signs cannot be placed out more than 30 days in advance of the election day.
- Signs must be removed the day after the election day.

SOLAR PANELS

Panels mounted to the front side of roofs must be parallel with the roof. Panels mounted to the rear side of roofs may be flush or elevated. If elevated, they will not extend above the roof peak so far that they are visible from the yards of facing houses across the streets or pipe stems. No other mounting locations are acceptable.



Solar panels must be kept within the perimeter of the roof structure and should not be within 1' of the roof edge. The location of solar equipment (conduit, combiner boxes/junction boxes, inverters, disconnects, etc.) must be installed out of view and properly screened.
Any racking/standoffs cannot be outside of the panels by more than six (6) inches.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Plan showing where the panels will be installed.

STONE (LOOSE)

See - Rock, Loose Rock, Gravel, and Stone, pg 46

SUN CONTROL DEVICES



Awnings provide an effective means of controlling glare and excessive heat build- up on windows and door openings and help reduce summer energy consumption and utility costs. The manner in which sun control is implemented has consider- able effect on the exterior appearance of a house, and the desirable benefits of sun exposure in the winter, fall, and spring.

Materials are available for application on the inside of windows to reduce thermal transmission and glare. These materials may provide effective and economical alternatives to awnings and trellises. Effective sun control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure.

Fully retractable awnings are permitted, but must be applied for, and approved.

Special considerations:

- The use of a trellis, or pergola filters the sun and is permanent. The design allows winter sun in while keeping out hot summer sun.
- Awnings block sunlight and are seasonal.

- Sun control devices must be compatible with the architectural character of the house in terms of style, color and materials.
- Awnings should be of straightforward design.
- Awnings, trellises and pergolas should be consistent with the visual scale of the house to which they are attached.
- All awnings must be located on the rear of houses.
- No fringe allowed on the edge of awnings.

Location: The location of any awning, trellis, or pergola must be in the rear of the home.
Materials and Color: Solid colors or stripes are permitted. Pipe frames for canvas awnings must be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames must be removed.

Trellis must match the trim or dominant color of the house.

- Temporary shade structures do not require an application, provided they are removed within seventy-two (72) hours of installation.

SUN CONTROL DEVICES FOR SINGLE FAMILY FRONT PORCHES

An EAA must be submitted for the placement of any sunshade devices.

1. Permitted materials, colors and designs

a. The following materials may be used for porch sunshade devices:
i. Outdoor fabrics made of cloth, mesh; or
ii. Wood (such as bamboo).
b. The following materials are prohibited:
i. Tarps;
ii. Interior linens (including, but not limited to, sheets, blankets, quilts, towels, etc.); and
iii. Curtains or shades made for use in the interior of a home.
c. Colors/designs -
i. Solid/neutral, muted colors that complement the existing color scheme of the house.
ii. Brilliant colors, stripes, and designs are prohibited.

2. Placement of sunshade devices
   a. Sunshade devices may be placed on front porches only.
   b. Mountings –

All mounting hardware should be hidden from sight.

3. Duration of placement
   a. Devices may be affixed from the first day of daylight savings time and removed or completely hidden from view by the last day of daylight savings time.

b. Devices must be retracted prior to sunrise and after sunset.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ A picture of the sun control device to be installed.

SWIMMING POOLS



Only in-ground pools will be considered. These pools must be located behind the rear plane of the house and must meet all Loudoun County Building and Health codes. An Exterior Alteration Application must be submitted to the Association Office with detailed drawings of the pool, deck area, lighting arrangements, walkways, fences, pool equipment and pertinent information concerning water supply system, drainage and waste disposal system. An appropriate landscaping plan must be submitted as well, designed to lessen the impact of the pool, pool equipment and fence. These plans will be reviewed at the monthly Architectural Review Board meeting.

A fence four (4) to five (5) feet in height and of the open type, compatible with the design style of the house is required to enclose a pool used for swimming and related pool equipment. Approval of the fence is contingent upon completion of the pool and must meet all Loudoun County codes.

The pool must be a minimum of ten (10) feet from the rear property line and a minimum of ten (10) feet from the side property lines. The pool must conform to the flow of the land and should not adversely affect the flow of run off from rain, melted snow, or a watering system.

Baby and children's pool/wading pools are considered day use pools and must be emptied and stored in the rear yard when not in use.

Also see "Drainage, Erosion Control" on page 20.
(For information on "rear plane" see Glossary of Terms on pages 62-65.)

Application Requirements

- ☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)
- ☐ Site plan showing the relationship of the pool to the house, property lines, and adjacent properties.
- ☐ Architectural drawings and dimensions of the pool. Detailed drawings of the pool should include the deck area, lighting arrangements, walkways, fences, location and proposed screening of pool equipment.
- ☐ Pertinent information concerning water supply system, drainage and water disposal system should also be included.
- ☐ Worksheets E and I.

TRASH and RECYCLING

The full trash guidelines are available on the Association Website at https://ashburnfarmassociation.org/trash-storage-collection/, while an abbreviated portion of those guidelines are outlined below:

- Containers are to be placed out at curbside after 6:00 p.m. the night before pickup. Container(s) shall be removed and stored out of sight at the earliest opportunity the same day as trash/recycling pickup.
- If you live on a pipestem, please bring your trash to the nearest street with a curb. The Association cannot grant permission for trucks to travel up pipestems not owned by the Association.
- Secure all trash in heavy-duty, lidded trashcans and/or recycling bins. Grocery sized bags from stores such as Giant, Safeway, etc. are NOT to be placed on the street and used for trash disposal.
- All homeowners are responsible for picking up litter on his/her property and preventing wind-blown debris from originating on his/her property.

STORAGE

Single Family

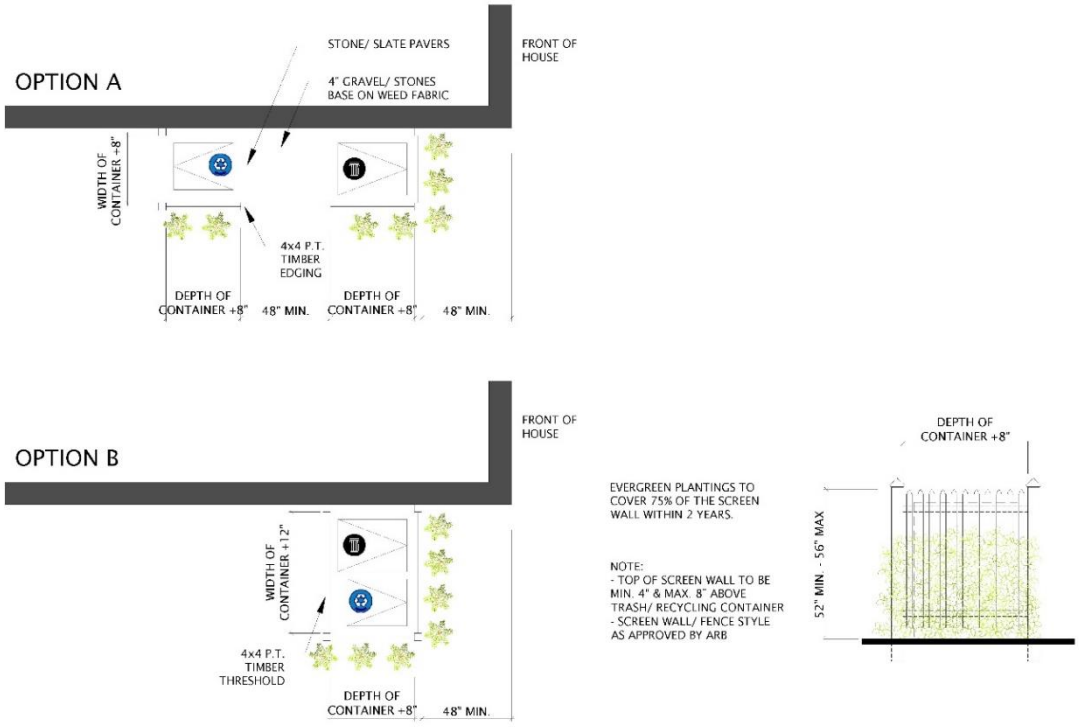
Trash and recycling containers must be stored on one's own property and should be stored out of open view in a location where they are fully obscured from view Storage of these containers in open view in front of, or beside the house or garage negatively affects the aesthetics of your home and community. It is a violation to leave trash cans and/or recycling containers at the curb or on the street on any day that is not a scheduled trash removal day.

Townhome

Storage of trash and recycling containers must be on one's own property, in the garage (if one exists) or behind the rear plane of the home against the structure. Storage of these containers in front or beside the house, or outside of the property line fencing is not acceptable and is a violation. If trash, recycling and/or storage containers are stored on an elevated deck, they must have a lid. It is a violation to leave trash cans and/or recycling containers at the curb or on the street on any day that is not a scheduled trash removal day.

TRASH CONTAINER STORAGE (FULLY OBSCURED)

Fully obscured trash or recycling containers stored beside an end unit townhome, if fully obscured by evergreen or other approved year-round screening and are not readily visible from the street/driveway apron, will be permitted. Should the screening be insufficient, you will be asked to increase the screening or store the containers elsewhere.



(For information on "rear plane" see Glossary of Terms on pages 62-65.)

TREE STUMPS and TREE REMOVAL

Existing tree, bush, or other plant stumps or newly exposed stumps must be removed or ground down below grade. The area must be returned to grass or mulched if in a garden bed. Removal of two or more trees requires an application for ARB approval. Also see "Landscaping" on page 34.

TRELLISES

Trellises are prohibited without prior ARB approval. If a prefabricated trellis is being proposed, please include a catalogue/ manufacturer's photograph, description, dimensions, material, and color.

Trellises, as defined for use by the Association is a frame supporting an open latticework, used for training vines and creeping plants.

- Trellises may be metal or treated wood.
- Wood trellises must be properly framed and anchored on all sides.
- Trellises must be painted to match the house color.
- Trellises may be located on side yards and rear yards but must be parallel to the home or patio and not more than three (3) feet from the home or patio.
- Trellises must be free standing and not attached to a home, deck, or part of another structure.
- Trellises must be a maximum of eight (8) feet tall.
- Trellises are not to be used as fencing.
- All Trellises must be applied for and approved prior to installation.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Site plan indicating where the trellis will be located. ☐ Worksheet C

UTILITY SCREENS

- Utility screens will be considered for approval when screening a home's utility connection, air conditioning units or other objects if the screens are complementary and painted or stained to match the nearby siding, fencing, etc. or have a clear sealer applied.
- Utility screens may only exceed the height of the object being screened by more than six inches.
- Utility screens longer than five feet will be considered in special circumstances as an exception to the standard.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.)

WINDOWS

Any changes to the color, style, size, addition of and/or removal of windows, an EAA should be submitted.

Replacement windows must be compatible with the style of the house. The trim, casing and framing of the new windows must seamlessly match the color and finish of the existing window, trim, casing, framing, on the home, or the older window casing, trim, framing be painted to match the newly installed windows.

Windows on a side/plane of a house should be consistent in regard to window grids and screens. Windows with grids must have grids on both the upper and lower portions of the window. Damaged window grids or screens is a violation of these standards – Palladian windows, picture windows and bay windows are excluded.

Application Requirements
☐ Exterior Alteration Application, filled out in its entirety. (See Exterior Alteration Application and Procedures on pages 10-11.) ☐ Pictures showing examples of the type of windows to be installed.

WINDOW SCREENS

Damaged window screens must be repaired or removed.

Section 6 - Maintenance Guidelines

MAINTENANCE GUIDELINES

Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood and may include safety.

ADDITIONS/MAJOR BUILDING ALTERATIONS

Single Family Homes: Dumpsters, portable restrooms, and any other machinery, storage containers, or tools required for major home restoration, maintenance, or repairs need to be placed on the property in a manner that has the least amount of impact to surrounding properties. If not located on the property, then the homeowner needs to abide by any County or State codes that may restrict certain items from being placed on public streets. If the item is to be stored for more than 5 days, then the Association Office needs to be notified of the length of time the project will require the items on the property. Also, the Association Office highly suggests that the neighbors are made aware of the project and the timeline.

Townhomes: Dumpsters, portable restrooms, and any other machinery, storage containers, or tools required for major home restoration, maintenance, or repairs need to be placed on the property in a manner that has the least amount of impact to surrounding properties. If not located on the property, then the homeowner needs to place the items in their assigned parking space. If the item is to be stored for more than 5 days, then the Association Office needs to be notified of the length of time the project will require the items on the property. Also, the Association Office highly suggests that the neighbors are made aware of the project and the timeline.

DECKS

Consideration must be given to long term weathering effects such as mildew, mold, rot, and warping. The deck should be properly maintained by cleaning and applying colorless sealant, repaired, or replaced on an “as needed” basis.

DRIVEWAYS AND PIPE STEMS

- Asphalt driveways and pipe stems fail for a number of reasons, but the main causes are oxidation by the sun and water erosion and raveling.
- 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, could also occur. Seal coating should be performed to remedy this problem before excessive raveling occurs.
- 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 on the driveway or pipe stem will need to be corrected by the homeowner(s).

EXTERIOR APPEARANCE

Homeowners are responsible for maintaining the exterior of houses and any other structures on their lots. The following represents some of the conditions that are considered a violation:

- Damaged or dented Siding, Flashing, and capping needs to be remedied or replaced.
- Damaged or dented Storm Doors, Entry Doors, and Garage doors need to be repaired or replaced.
- Peeling paint and exposed wood on any exterior area of the house.
- Broken or missing shutters, broken windows, missing or ripped/torn screens.
- Dented mailboxes or mailboxes and/or posts in need of repainting or repair.
- Playground equipment that is rusted, broken, or in need of repainting.
- Fences with either broken, warped or missing parts and pickets or that is leaning off the property line or have excessive mold or mildew or fungus, etc.

- Sheds and garages with broken doors or in need of painting or repair.
- Decks in need of repair or re-staining.
- Concrete or masonry block foundations and/or party walls in need of repair or repainting.
- Rusting or corroding metal railings rust stains on steps and landings.
- Missing or damaged gutters, downspouts, shutters, railings, etc.
- Mismatched paint colors (e.g., shutters that are 2 or more different colors).
- Plant beds, lawns, etc. that contain excessive weeds.
- Any exterior structure requiring maintenance or repair.

FENCING

Consideration must be given to long term weathering effects such as mold, mildew, rot, and warping. The fence should be properly maintained by cleaning and applying colorless sealant, repaired, or replaced on an "as needed" basis. Fences with either broken or missing parts or leaning off the property line must be repaired and aligned. Repairs must match existing fence style and color.

GARDENS

All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth.

LAMPPOSTS

Lampposts are in place of streetlights and therefore must be maintained for safety reasons. Non-working bulbs and light sensors must be replaced or repaired immediately.

LAWN AND GARDEN FERTILIZATION

Special care should be taken not to over-fertilize or to fertilize lawns and gardens when there is the least chance of run-off.

MOWING AND 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.
- Edging and trimming around plant beds, sidewalks, foundations, decks, mailboxes, etc. must be maintained.
- Vines and/or Ivy plants are to be maintained per standards.
- Landscaping is to be neatly maintained throughout the growing season. This includes pruning, removal of dead growth and flowers, trellises when not in use, watering, and weeding. Lawns are to be kept as weed free as possible.

PLANT BEDS

The plant beds must be kept in a neat and orderly manner, and free of weeds and grass. Mulching plant beds helps to better define beds and reduce weeds.

Edging and trimming around plant beds, sidewalks, foundations, etc. help 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.

ROOFS

Inspection of shingles should be done on a regular basis. Missing shingles or those that are cracked should be replaced to match existing shingles.

SHEDS

All sheds must be cleaned and maintained as needed, as your home would be maintained.

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 http://www.loudoun.gov.

TRASH REMOVAL

Each resident is responsible for picking up litter on his/her property and preventing wind-blown debris originating from his/her property.

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.

Section 7 - Unique Neighborhoods and Streets

Livery Square and Dray Terrace -

Roofs: The continuity of roof color is to be maintained throughout this neighborhood.

Stonebridge Drive, Crocus Terrace, Vineland Square, Wildflower Square
Roofs: The following roof replacement has been approved by the ARB:
Style: XT-25 Traditional
Color: Cedar Brown
Manufacturer: CertainTeed, *www.certainteed.com*

Alternate manufacturer's replacements with matching colors, styles, texture and construction will be considered.

Fences: Fences must match the builder installed fences. Original house siding stains are to be maintained. No change is permitted. Colors are Beechwood and Chamois. Front doors and garage doors are to remain the same color palette, with the following approved colors from Duron. An EAA is required.

Front Door/Garage Door: Duron paint must be (Curb Appeal Exterior Accent Palette) in the following colors: Farm House Red - Aspiration Blue - Foxhall Green.

Siding: The siding colors are Chamois and Beechwood. The Association's Architectural Review Board (ARB) has approved a modern alternative to the cedar clapboard siding originally installed for homes that have siding in need of replacement. The Association has approved James Hardie, HardiePlank "leaving the textured side of the siding exposed" to be painted the approved colors below.

The HardiePlank siding colors that most closely match the required colors are Mansion Tan and Clove Brown (see examples below). An Exterior Alteration Application must be submitted. If a primed HardiePlank is installed, it must be painted using Premium Exterior Solid Siding Matte Paint in Chamois or Beechwood color.


Clove Brown


Mansion Tan

An approved Exterior Alteration Application is necessary to change the existing cedar clapboard siding to HardiePlank. HardiePlank cannot be used to make spot repairs, but rather can only be used to replace an entire side, or all sides of the home, with HardiePlank. Cedar clapboard is required for spot repairs of siding.

No Exterior Alteration Application is necessary to paint the home the Association approved color palette. You are welcome to file an Exterior Alteration Application for record keeping purposes.

Wood siding must be painted using Premium Exterior Solid Siding Matte Stains.
HardiePlank must be painted using Premium Exterior Solid Siding Matte Paint.

The siding colors are:
Chamois & Beechwood

The Curb Appeal Exterior Accent Colors for front, side and garage doors are:
Farmhouse Red, Aspiration Blue and Foxhall Green

Trim Color: Duron paint – Amber White.

Please visit the Association Office to obtain a color sample before painting.

Wildbrook Court - The mailbox and the mailbox post are weathered bronze with a smooth aluminum post. Replacement mailboxes must be original weathered bronze or black. There are no drop box/flyer slots. The driveway stone piers with lamps are unique to this street.

Wild Meadow Court - The front yard lampposts are a custom design by Lamar and Wallace Mfg. for this street. The lamp fixture is a standard Progress Lighting #P5464-19. The lampposts are painted with Georgetown Green Latex by McCormick Paint.

Hedgeapple Court - The homes on this street were built by Edgemoore Homes. Unique to this street is the style of the fence. These fences are constructed of wood and are to be stained or painted with McCormick Exterior Latex State House Flat paint in Amber White. Sheds that meet the following design criteria can be placed against the side of the house: Only one (1) shed per lot, forty (40) square foot maximum floor area, height no more than 6'6" from grade to highest point of shed, color to match home, roof color to match house roof color.

New Colony I and II - New Colony townhomes are unique in Ashburn Farm as the builder provided six (6) foot high vinyl privacy fences enclosing the backyards. These fences may not be removed and must be maintained/repaired or replaced with the same vinyl fence style and color.

Ceramic house number plaque is standard.

Landscaping plans for the rear yards can include the use of alternate materials such as decorative stone or rock. New Colony townhomes are unique in Ashburn Farm as the builder provided six (6) foot vinyl privacy fences enclosing the backyards. Therefore, the use of alternate landscaping materials would have a negligible effect on preserving the character of the community as it was envisioned when first developed.

Butterfield Court - Roofs: Homeowner may keep the wood cedar shakes or replace the roof with asphalt-based "Premium Designer Shingles" (Camelot Line) as manufactured by GAF, or an equal to the GAF line. Each homeowner is required to submit an EAA if they want to change their roof from cedar shake to asphalt-based shingles "Premium Designer Shingles".

Cherrystone Place & Wintersrun Court Mailboxes: The present mailbox posts installed by the builder on these streets do not conform to the Architectural Guidelines. When replacing or painting the existing post, the post must conform to the Architectural Guidelines – See Mailboxes.

Unique Neighborhood – Fences for yards in the following Unique Neighborhood may be constructed with a maximum height of 72" on the rear property line only, on the specified lots of the streets included in this Unique Neighborhood, which back to (Ashburn Road and the Greenway) and whose rear property line establish the perimeter of the Ashburn Farm community

Section 1

- Great Harvest Ct (Lots 6, 7 & 8)
- Thimbleweed Ct (Lots 16, 17, 19, 20, 21, 22 & 23)
- Hornbeam Ct (Lots 5, 6 & 7)
- Osage Ct (Lots 8, 9 & 11)

Section 7

- Gardengate Cir (Lots 22, 23, 24, 25, 26, 27, 28 & 29)
- Crowfoot Ct (Lots 4, 5, 6, 7, 8, 9 & 10)

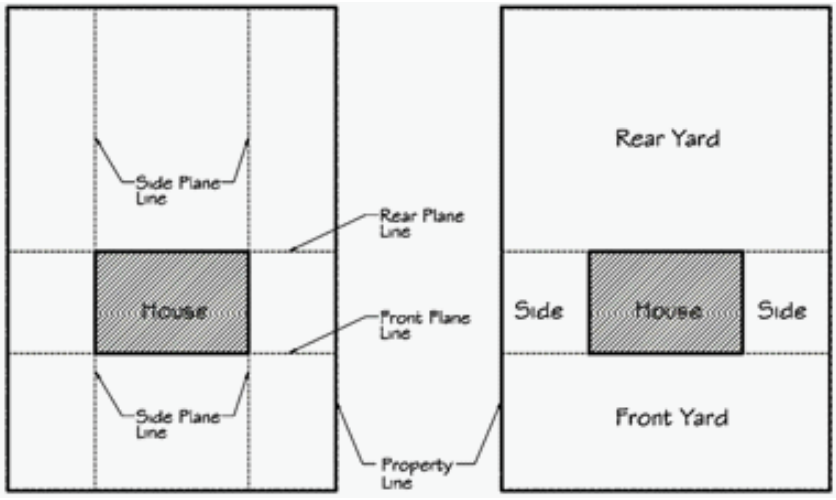
Section 8 - Glossary of Terms

Adjacent Property	All property, including Ashburn Farm common area, which immediately borders, or has a direct view of an applicant's property.
Aesthetics	The philosophy of beauty.
Alteration	A change; modification or adjustment the act or process of altering.
Apron (Driveway)	The concrete area that begins at the street curbs and extends to the asphalt driveway is called the "Apron". This portion of the driveway must be very strong to resist damage from heavy vehicles that might use the driveway to turn around.
Arbor	A vertical, decorative latticework structure usually used for supporting plantings. It typically has two sides and a top and allows passage of an individual through it.
Attic Ventilation	Attic ventilation is the traditional way of controlling temperature and moisture in an attic. Ventilating an attic reduces temperature swings.
Appurtenant	Is a term for what belongs to and goes with something else, the accessories or things usually conjoined with the substantive matter in question.
Awnings	A roof like structure, often made of canvas or plastic, that serves as a shelter, as over a window, door, or deck.
Baluster	The upright portion of the row of supports for a deck or porch railing.
Building Restriction Line (BRL)	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 plans.
Clothesline	A clothesline or washing line is any type of string, rope, cord, or twine that has been stretched between two points, above the level of the ground. Clothing that has recently been washed is hung along the line to dry, using clothes pegs or clothespins. Washing lines are attached either from a post or a wall.
Column	A vertical support or decorative element consisting of a base, shaft and capital, usually cylindrical.
Compost	A mixture of various decaying organic substances, as dead leaves or manure, used for fertilizing soil.
Deciduous	Means "temporary" or "tending to fall off" and is typically used in reference to trees or shrubs that lose their leaves seasonally. In a more specific sense deciduous means the dropping of a part that is no longer needed or falling away after its use is finished.
Dormer Window	A vertically framed window that projects from a sloping roof and has a roof of its own.
Double Line Fencing	Two fences that run parallel in close proximity with one another.
Drainage	The act or process of draining or a system of drains, artificial or natural.
EAA	Exterior Alteration Application
Easement	A right held by to make use of the land of another for a limited purpose, as right of passage.
Eave	The overhang at the lower edge of the roof that usually projects out over the walls.
Egress	A means or place of going out; an exit.
Elevation	A two-dimensional drawing or representation of an exterior face of a building in its entirety. (rear elevation, side elevation, front elevations, etc.)

Erosion	The process by which the surface of the earth is worn away by the action of water, glaciers, winds, waves, etc.
Exterior	Outer; being on the outer side of your house.
Fascia	Facing band along the top of a wall just below the roof.
Flashing	Aluminum or other materials used to make the joint between attached home roofs, or similar transitional edges, weathertight.
Flue	A pipe, tube, or channel for conveying hot air, gas, steam, or smoke, as from a furnace or fireplace to a chimney.
Gable	The triangular portion of the end of a dwelling formed by the slope of the roof and the top of the uppermost story.
Gazebo	A six-sided standalone structure with a roof.
Gutter	The trough that serves as the water removal component of roofing, mounted along the lowest edges of a roof.
Hardscape	The part of a building's grounds consisting of structures, such as patios, retaining walls, and walkways, made with hard materials.
Hot Tub	A wooden tub, usually large enough to accommodate several persons that is filled with hot aerated water and often equipped with a thermostat and whirlpool: used for recreation or physical therapy and often placed out of doors, as on a porch or deck.
Ingress	A means or place of entering; entryway.
Lamppost	A post, usually of metal, supporting a lamp that lights your front yard.
Landscaping	To improve the appearance of (an area of land) by planting trees, shrubs, plants, flowers or grass, or altering the contours of the ground.
Lattice	A one-dimensional structure of open crossed strips of wood used as a screen or support.
Maintenance	The act of maintaining or the state of being maintained. The work of keeping something in proper condition; upkeep.
Mount Vernon (fence style)	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.
Mullions & Muntins	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.
Patio	An area, usually paved, adjoining a house and used as an area for outdoor lounging or dining.
Pergola	A structure, similar to an Arbor with lattice roofing. Most commonly used as a deck feature for hanging and supporting plantings.
Picket (fence style)	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.
Pipestem (driveway)	A pipestem driveway is a shared driveway for several houses. The driveway is a private stem off a street or cul-de-sac that the homeowners are jointly responsible for.

Plane (side, rear, front)

Diagram of rear Plane Line, Front Plane Line, side Plane Line:



Plat (or Site Plan) 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.

Pond A small body of water artificially formed.

Rakeboards Diagonal trim running alongside edge of roof shingles.

Ridgeline A line formed along the highest points of a ridge.

Right of Way This buffer zone between the end of a building lot and the actual roadway is called the right-of-way. It is often owned by the local, state or federal government or it is protected with legal easements so that utilities can be extended to reach all property owners along the roadway.

Roof Ridge Vent An opening along the peak of the roof used for ventilation purposes.

Satellite Dish A dish antenna used to receive and transmit signals relayed by satellite.

Seal Coating Seal Coating is a thin asphaltic treatment used to protect pavement surfaces mostly from aging. Seal Coating is a thin layer and works well as void fillers. It is mostly used for parking lots, pipestems and driveways.

Shadow Box (Fence Style) 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.

Sidelite (Window) A window at the side of a door or another window.

Services An act of helpful activity; help; aid; to do someone a service. The providing or provider of accommodation and activities required by the public or the performance of duties or the duties performed as occupation.

Site Plan See "Plat".

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 crossbar 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 outside of the house.

Townhome	Any home that is attached to another.
New Colony	Any patio home is considered a townhome.

Section 9 – Exterior Alteration Application & Worksheets

The following worksheets, when applicable must be filled out and attached to the Exterior Alteration Application. Additional worksheets, as well as the Exterior Alteration Application or In-Home Business Application, can be obtained at the Ashburn Farm Association Office, downloaded from the Association's website at: https://ashburnfarmassociation.org/exterior-alteration-application-worksheets/.

Date Received ____/____/_____ Date Accepted ____/____/_____

EXTERIOR ALTERATION APPLICATION – PAGE 1

APPLICATION INSTRUCTIONS

1. Please carefully review the Architectural Design & Maintenance Standards prior to submitting this form, available at https://ashburnfarmassociation.org/architectural-standards-maintenance-guidelines/
2. A site plan or plat of your property with the location of the exterior change clearly marked is required along with start and completion dates, pictures, sketches, drawings, clippings, etc. of materials, the finished product, etc. and describe in detail the exterior change or modification you are planning.
3. This Exterior Alteration Application and all applicable Application Worksheets must be filled out completely and all additional necessary materials included including a property plat and supplemental pictures, drawings, etc. to be accepted. These forms are available at https://ashburnfarmassociation.org/exterior-alteration-application-worksheets/
4. Please indicate in the description below whether your proposed modification is a "like kind" repair/replacement or if this a change/new modification.

Applicant's Name:			
Address of Proposed Change:			
Home Phone		Daytime Phone	
Email:			
DESCRIPTION OF CHANGE			
Start Date		Completion Date	

Notice to Neighbors

The Association will identify the four property owners who are adjacent to or have a view of the exterior change or modification being proposed on this application and will notify them that the Association has received an exterior alteration application and provide them an opportunity to review the application and provide comment to the Architectural Review Board prior to review. This will not delay review by the Architectural Review Board.

Ashburn Farm Association
21400 Windmill Drive, Ashburn, VA 20147 Office: 703-729-6680 Fax: 703-729-0247
ARB@AFHOA.NET

Rev 11/02/2021

Applicant's Name:	
Address of Change:	

NOTES:

1. Nothing herein contained shall violate any of the provisions or Building and Zoning Codes of Loudoun County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. The Applicant understands that the Building Ordinance of the Loudoun County Building Department requires that plans be filed directly with the Building Inspector in Leesburg, Virginia for construction requiring a Building Permit.
3. The Applicant understands that any construction or exterior alteration undertaken by them, or on their behalf, before approval of this application is **NOT ALLOWED**. If alterations are made, the Applicant may be required to return the property to its former condition at the Applicant's own expense if this application is disapproved wholly or in part, and that the Applicant may be required to pay all legal expenses incurred.
4. The Applicant understands that members of the Architectural Review Board (ARB), Management and Staff are permitted to enter upon their property at any reasonable time for the purpose of Inspecting the proposed project, the project in progress and the completed projects, and that such entry does not constitute a trespass.
5. The Applicant understands that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. The Applicant understands that an ARB decision (approved/modify/disapproved) is required on all "complete" applications within Forty-Five (45) days of receipt and said application by the ARB. It is further understood that said applications are "conforming" to the established Standards and Covenants.
7. The Applicant is aware of Ashburn Farm's Declaration of Covenants and Restrictions in regard to the review process established by the Board of Trustees (BOT).
8. The Applicant understands that the alteration authority granted by the ARB will be automatically revoked if the change and/or modification requested has not commenced within Six (6) months of the approval date and/or completed by the date established by the ARB.
9. If Exterior Alteration pertains to planting in the common area, the Applicant understands that they **MUST** follow the Homeowner Guidelines (See www.ashburnfarmassociation.org) for planting on Ashburn Farm property.

NOTE: All completed Exterior Alteration Applications to be reviewed by the ARB must be received in the Association Office on or before the Thursday before the scheduled ARB meetings. The ARB meets the 2nd and last Thursdays of the month (except November & December).

I, the property owner / applicant of the property noted in this exterior alteration application, certify that the intended modification described herein, will not materially change the flow of water on-to or off-of my property, or negatively affect the flow of water on-to, or from neighboring properties.

Applicant's Signature: _____ **Date:** _____

Architectural Review Board Remarks / Recommendation:

_____

_____

_____

If an Applicant disagrees with the decision of the Architectural Review Board, an appeal may be submitted to the Board of Trustees. See the Architectural Design & Maintenance Standards for the appeal procedures.

WORKSHEET A – DECK/PATIO/SCREENED DECK/ SUNROOM

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

1. Circle One: DECK PATIO SCREENED DECK SUNROOM
2. What are the overall dimensions of project? Length: _____ Ft. Width: _____ Ft.
3. If the bottom portion of the proposed structure (excluding support posts and stairs) is less than 3 feet high, will this area be accessible to facilitate the removal of debris or screened?

   Circle One: Yes No
4. What is the total height of the proposed structure? Height _____ Ft.
5. What is the distance from the finished structure to the property lines?

   Left Side: _____ Ft. Right Side: _____ Ft Rear: _____ Ft.
6. Are you proposing privacy fencing/screening? Circle One: Yes No
   (If Yes, include a design and a picture of the screening material selected.) Height: ____ Ft. Length: ____ Ft.
7. Are you proposing under-deck storage with screening? Circle One: Yes No
   (If Yes, please include a design and a picture of the screening material selected.)
8. Are you proposing stairs? (If yes, attach design) Circle One: Yes No
9. What is the proposed railing height? Height: _____ Ft. _____ In.
10. Will the structure be sealed, stained or weather naturally?

    Circle One: Sealed Stained Weather Naturally

    (If sealed or stained, please specify the tint, color, pigmentation) _____ and attach sample.
11. Is the project occurring within 10' of a property line or flow of surface water? Circle One: Yes No

    If yes, has accommodation been made to direct the surface water to flow as intended?

    Circle One: Yes No
12. Excavated dirt/material will be: hauled off-site/disposed used on-site
13. Will there be edging, mulching, or landscaping as part of the project? Circle One: Yes No
14. You must attach/include a picture of the design and material proposed including a picture of the color of the composite materials to be used. For screened decks and sunrooms, please confirm that the roof will exactly match the roof on the house as required in the Standards. Circle One: Yes No

WORKSHEET B – EXTERIOR DOORS

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

1. What type of door is it? Please Check one. Front Door: _____ Storm Door: _____

   Back Door: _____ Screen Door: _____

2. What is the proposed door color? Include color sample. _____

3. Please specify the manufacturer and color currently on your:

   House: _____
   Front/Back Door: _____
   Trim: _____

4. Is the proposed door without ornamentation such as scallops, scrolls, imitation gate hinges, leaded glass, etc.? (Attach a photo or brochure showing the exact/specific door design)

   Yes: _____ No: _____

5. You must include color samples of any new colors being proposed.

WORKSHEET C – FENCE/PRIVACY SCREEN/ARBOR/PERGOLA/TRELLIS

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

1. Circle One: FENCE PRIVACY SCREEN ARBOR/PERGOLA TRELLIS

2. What is the maximum height of your proposed project? Height: _____ Ft. _____ In.

3. What is the maximum length of your proposed project? Length: _____ Ft. _____ In.

4. Will there be gates? (Include gate design and location details on plat) Yes: _____ No: _____

5. Will the structure be sealed, stained or weather naturally?

   Circle One: Painted Sealed Stained Weather Naturally

   (If painted, sealed, or stained, please specify the tint, color, pigmentation _____ and attach sample.)

6. Will the Fence, Arbor, or Trellis allow water to pass beneath it? Circle One: Yes No

7. Fence Style
   Single Family fence styles: Circle One: Horizontal Board Split Rail Picket
   Townhome fence styles: Circle One: Shadow Box

8. Is the project occurring within 10’ of a property line or flow of surface water? Circle One: Yes No

9. Will excavated dirt/material be hauled off-site or disposed/used on-site? Circle One: Yes No

10. Will there be edging, mulching, or landscaping as part of the project? Circle One: Yes No

11. You must attach/include the design and a picture of the material proposed including pictures of the color of the composite materials to be used.

12. You must include a copy of your property plat clearly denoting the location of the proposed structure, including the measured distance from side and rear property lines as well as the location of all drains, downspouts, and sump pump discharge and any swales or ditches where water flows onto or off the property.

WORKSHEET D – PAINT AND STAIN CHANGES

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

Check one: *Specify Color:*

1. Change trim color? (If yes, attach new color sample below.)
   Yes: _____ Old Color: _____ No: _____ New Color: _____

2. Change front door and shutter color? (If yes, attach new color sample below.)
   Yes: _____ Old Color: _____ No: _____ New Color: _____

3. Change garage door color? (If yes, attach new color sample below.)
   Yes: _____ Old Color: _____ No: _____ New Color: _____

4. Change base/house color? (If yes, attach new color sample below.)
   Yes: _____ Old Color: _____ No: _____ New Color: _____

5. Change roof color? (If yes, attach new color sample below.)
   Yes: _____ Old Color: _____ No: _____ New Color: _____

6. Change stain for fence, deck, wood patio? Circle One: Yes No

   FENCE DECK WOOD PATIO

   Old Color: _____ New Color: _____

7. Attach a sample of the color to be used here.

WORKSHEET E – LANDSCAPING

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

1. You must attach/include a landscape design, material list/description including the size of material proposed.

2. Has consideration been given to water runoff affecting neighboring properties?
   Circle One: Yes No

3. You must include a copy of your property plat clearly denoting the location of the proposed landscaping improvements, as well as the location of all downspouts, sump pump and drain discharge, swales or ditches or any other location where water flows onto or off the property.

4. Is the project occurring within 10’ of a property line or flow of surface water?
   Circle One: Yes No

5. Will excavated dirt/material be hauled off-site or disposed/used on-site?
   Circle One: Yes No

6. Will edging, or mulching be used as part of the project?
   Circle One: Yes No

7. Will plantings require access to neighboring property for maintenance and trimming?
   Circle One: Yes No

(If yes, attach description of need, frequency and proposed method of accomplishment and debris disposal).

The following statement is above your signature on the EAA form:

I, the property owner / applicant of the property noted in this exterior alteration application, certify that the intended modification described herein, will not materially change the flow of water on-to or off-of my property, or negatively affect the flow of water on-to, or from neighboring properties.

WORKSHEET F – PERMANENT BASKETBALL GOAL

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

1. Is the backboard clear or opaque? (If not clear, what color?)

   Clear Opaque Solid Color: Specify_____

2. Is this a permanent or portable basketball goal? Circle One:

   Permanent Portable

3. Is the backboard to be mounted on the house or garage? Circle One: Yes No

   (If yes, please provide additional House color information).

   Roof Color: _____ House Color: _____ Trim Color: _____

4. Distance from the proposed location from the street/curb: _____ Ft

5. Distance from the proposed location from the sidewalk: _____ Ft

6. Distance from the proposed location from the left side property line: _____ Ft

7. Distance from the proposed location from the right-side property line: _____ Ft

8. You must attach a picture of the basketball goal for the application to be reviewed.

9. You must include a copy of your property plat clearly denoting the location of the proposed basketball goal, include the measured distance from side and rear property lines as well as the location of all drains, downspouts, and sump pump discharge and any swales or ditches where water flows onto or off the property.

WORKSHEET G – SHEDS AND PLAYHOUSES

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

1. Circle One: SHED PLAY HOUSE
2. What are the overall dimensions of the project?

   Length: _____ Ft Width: _____ Ft Height: _____ Ft
3. Does the property have a fence? Circle One: Fenced, Partially Fenced, No Fence
4. Will the shed be free-standing or attached to an existing structure?
   Circle One: Free-standing Attached
   (If attached, the building material must match the structure to which it is attached, including roofing if applicable.)
5. If free-standing, will the structure be painted, sealed, or stained?
   Circle One: Painted Sealed Stained
   (If painted, sealed, or stained, specify the color _____ and attach a color sample.)
6. Is the structure constructed of low-maintenance or composite material? Circle One: Yes No
7. What is the distance of the structure from the property lines?
   Left Side: _____ Ft. Right Side: _____ Ft Rear: _____ Ft.
8. Roofing Material - You must attach/include a picture of the design and material proposed including pictures of the roofing material manufacturer & color name and any composite materials to be used.
9. Are you proposing privacy fencing, screening, or landscaping? Circle One: Yes No

   (If Yes, include a design and the screening material selected.) Height: _____ Ft. Length: _____ Ft.
10. Is the project occurring within 10' of a property line or flow of surface water? Circle One: Yes No
11. Will excavated dirt/material be hauled off-site or disposed/used on-site? Circle One: Yes No
12. Will there be edging or mulching as part of the project? Circle One: Yes No
13. Will storm water be able to pass under or around the structure? Circle One: Yes No
14. You must attach/include a picture of the design and materials proposed including pictures of and color names of the composite materials to be used. If applicable, include roofing material manufacturer & color name. The roof must match the house on a wooden shed.
15. You must include a copy of your property plat clearly denoting the location of the proposed structure, including the measured distance from side and rear property lines as well as the location of all drains, downspouts, and sump pump discharge and any swales or ditches where water flows onto or off the property.

WORKSHEET H – RECREATIONAL AND PLAY EQUIPMENT

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.
Note: For Playhouses – Use Worksheet G

1. What are the overall dimensions (footprint & height) of the project?
   Length: _____ Ft. Width: _____ Ft. Height: _____ Ft.
2. What is the recreational / play equipment made of?
   Wood Metal Composite Plastic Other: _____

3. Will the structure/equipment be painted, sealed, stained or weather naturally?
   Circle One: Painted Sealed Stained Weather Naturally

   (If painted, sealed, or stained, please specify the color) _____ and attach sample.

4. Is there a canopy or roof? Circle One: Yes No

   (If yes, specify material, color, and provide picture or sample). Color: _____

5. Play structures must be installed behind the rear plane of the home structure unless not possible/reasonable to do so.

6. Is the proposed location behind the rear plane of the house? Circle One: Yes No

7. Is the project occurring within 10’ of a property line or flow of surface water? Circle One: Yes No

8. Will excavated dirt/material be hauled off-site or disposed/used on-site? Circle One: Yes No

9. Will the area surrounding the proposed location/equipment contain edging, border, or mulch?
   Circle One: Yes No

10. Will there be edging, mulching, or landscaping as part of the project? Circle One: Yes No

11. You must attach/include a picture of the design and material proposed including pictures of the composite material and color name to be used. If applicable, include roofing manufacturer and a color name. The roof must match the house.

12. You must include a copy of your property plat clearly denoting the location of the proposed structure, including the measured distance from side and rear property lines as well as the location of all drains, downspouts, and sump pump discharge and any swales or ditches where water flows onto or off the property.

WORKSHEET I – IN-GROUND SWIMMING POOL

The following is intended to aid you in describing your proposed project and facilitate the review process. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application. Describe the project, including the pool, the pool deck and surrounding areas as well as the materials proposed for each and include method of screening pool equipment:

_____
_____
_____
_____
_____

1. Size of pool: Length: _____ Ft Width: _____ Ft

2. What is the distance of the structure from the property lines?

   Left Side: _____ Ft. Right Side: _____ Ft Rear: _____ Ft.

3. What is the shortest distance from the pool to the home structure?

   Left Side: _____ Ft. Right Side: _____ Ft Rear: _____ Ft.

4. Distance from the back of the home: Rear: _____ Ft

5. Outside Perimeter of pool deck (total area including pool): Length: _____ Ft Width: _____ Ft

6. Materials proposed for pool deck, i.e., paving stone/hardscape, concrete, decorative concrete, stone other:

---

7. Location of pool equipment must be clearly marked on attached design and property plat.

8. Please note the pump size/horsepower and the size of the filter and any other permanent equipment.

   _____
   _____

9. If your yard currently fenced. Circle One: Yes No

   If Yes, please include the style, material, and height of fencing and whether your yard is fully fenced, or partially enclosed with fencing.

   Fence Type: _____ Fence Height: _____ Ft

10. Will there be underwater lighting? Circle One: Yes No
    (If yes, please note the location of the light in the pool design)

11. Will additional exterior lighting be added to the home or pool area? Circle One: Yes No

    (If Yes, please describe the locations where fixtures will be added and where the light will be directed and include manufacturer, model, and wattage of lighting to be used.)

    _____
    _____
    _____

12. You must include a copy of your property plat clearly denoting the proposed location of the pool and necessary pool equipment including distances to the property line, as well as the locations of all drains, downspouts, and sump pump discharge and any swales or ditches where water flows onto or off the property.

13. Consider the possible impacts to drainage to yours and neighboring lots as a result of redirected ground water, stormwater runoff, pool back wash, and describe mitigation efforts to minimize any negative impacts.

    _____
    _____
    _____
    _____

14. Is the project occurring within 10’ of a property line or flow of surface water? Circle One: Yes No

15. Will excavated dirt/material be hauled off-site or disposed/used on-site? Circle One: Yes No

16. Are you proposing privacy fencing/screening? Circle One: Yes No

    (If Yes, include a design and information/pictures of the screening material selected.)

    Height: _____ Ft. Length: _____ Ft.

17. Will there be edging, mulching, or landscaping as part of the project? Circle One: Yes No

18. Have you provided a landscaping plan for pool? Circle One: Yes No

WORKSHEET J – MISCELLANEOUS STRUCTURE

The following is intended to aid you in describing your proposed project and facilitate the review process if the other worksheets do not outline the structure or modification you are proposing. In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards additional information may be necessary to complete the review of your application.

_____
_____
_____
_____
_____

1. What are the dimensions of the structure?

   Length: _____Ft Width: _____Ft Height: _____Ft

2. What materials will the structure be made from?

   _____
   _____

3. Will the structure be painted, sealed, or stained?

   Circle One: Painted Sealed Stained

   (If sealed or stained, please specify the tint, color, pigmentation) _____ and attach sample.

4. Will there be a canopy, awning, shade, or roof? (If yes, please describe and specify materials and color)

   Circle One: Yes No

   _____
   _____

5. You must attach a design, photo, or brochure of the proposed structure.

6. Is the project occurring within 10’ of a property line or flow of surface water? Circle One: Yes No

7. Will excavated dirt/material be hauled off-site or disposed/used on-site? Circle One: Yes No

8. Will there be edging, mulching, or landscaping as part of the project? Circle One: Yes No

9. You must attach/include a picture of the design and materials proposed including pictures of the composite material and colors to be used. If applicable, include roofing manufacturer & color name.

WORKSHEET K – Driveway Extension – Single Family Home

In addition to the design sketches, layouts, site plans, required by the Architectural Design & Maintenance Standards the additional information requested below is required to complete the review of your application.

Please note that the Architectural Standards require:

The head of the existing driveway at garage door can be widened an additional four feet (4) from the original width of the driveway but no closer than four feet (4) to the property line. Extensions for homes with side load garages, face toward the side or rear yard away from the front yard or front door side of the home away from the front door.

- The width of the driveway near the apron must not exceed the total width of the apron near the street.
- Driveway extensions must be made from like materials, asphalt: asphalt, concrete: concrete. Driveway aprons must be concrete.
- Driveway apron widening must receive VDOT approval and a permit prior to submission and include a VDOT Land-Use Permit number on this worksheet. If you are not widening the apron this is not necessary.

See diagrams "DRIVEWAY EXTENSIONS (SINGLE FAMILY HOMES)" on the Association website and looking at the Governing Documents folder in the file directory.

1. VDOT LANDUSE PERMIT # (if altering apron) _____
2. Please note the current dimensions of your driveway, approximate length & width near garage and where it meets the apron & width of apron at street/curb line.

   Length _____ Width Near Garage _____ Width at Apron _____ Width at Street _____

3. Please note the proposed dimensions of your driveway extension, approximate length & width near garage and near street. If there will be no change to the width near the garage or near the street write "No Change"

   Length _____ Width Near Garage _____ Width Near Street _____

4. Please note the distance of your proposed driveway extension from the nearest neighboring property line.

   Distance to Property Line _____

5. Materials to be used to extend driveway or apron?

   _____
   _____

WORKSHEET L – Electric Vehicle Charging Stations – Townhomes

In addition to the design sketches, layouts, property plat and pictures required by the Architectural Design & Maintenance Standards the additional information requested below is required to complete the review of your application.

Please note that the Architectural Standards require:

The Electric Vehicle Charging Station should be installed by a qualified, experienced installer, who should provide the owner a final system test statement that the system has been checked and is in working order. All permits, and proper easement/access must be gained prior to installation (to include boring under sidewalks and electrical permitting) and an Installation on Association Common Area form.

1. What is the height of the EV Charging Station: _____

2. The EV Charging Station will be installed in the utility strip in front of reserved space # _____

3. What material is the EV Charging Station made of:

   Composite _____ Shatterproof Glass _____ Metal _____

4. Which level station will be installed: Level 1 _____ Level 2 _____

5. Include a Request for Installing an Electric Vehicle Charging Station in Common Area form and mark the location of the charging station and any conduit or wire feeding it from the house on your property plat. Yes _____ No _____

6. Please provide a brochure showing the EV Charging Station to be installed.

General Manager initials: _____

Comments:

IN-HOME BUSINESS APPLICATION

Date Submitted for Approval: ____/____/_____

Applicant's Name:	Homeowner	Renter
Property Address (House number & Street):		
Lot Number:	Email:	
Home Phone:	Cell Phone:	

Description of Business:

Business Name (if applicable): _____

Number of Employees: _____

Business Operating Hours (Days and Hours) _____

Type of Business (if it's a Childcare business, include the number of children you are licensed for and number of children in your care):

_____

_____

Describe the impact on parking (for employees, customers, deliveries, special events) held during the year that would affect neighbors, etc.

_____

_____

_____

Describe any noise impact (if applicable):

_____

_____

Do you have the required and current license(s) required by Loudoun County to operate an in-home business? (Attach a copy of the license(s) to this form.) ☐ **Yes** ☐ **No**

Notice to Neighbors

The Association will identify the four property owners who are adjacent to or to be most impacted by your in-home business being proposed on this application and will notify them that the Association has received an application and provide them an opportunity to review the application and provide comment to the Architectural Review Board prior to review. This will not delay review by the Architectural Review Board.

IN-HOME BUSINESS APPLICATION

Applicant's Name:	
Property Address:	

Please note, all in-home businesses must adhere to the following conditions. Your signature below constitutes agreement to all:

1. There shall be no change in the outside appearance of the building or lot, or other visible evidence of the conduct of such home occupation.
2. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood. Any need for parking generated by the conduct of such home occupation shall be met by off-street parking and other than in a required front yard.
3. No equipment or process used in such home occupation shall create noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
4. Nothing herein contained shall violate any of the provisions or Building and Zoning Codes of Loudoun County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
5. The Applicant understands that an ARB decision (approved/modify/disapproved) is required on all "complete" applications within Forty-five (45) days of receipt of said application by the ARB. It is further understood that said applications are "conforming" to the established Guidelines ad Covenants.
6. The Applicant is aware of Ashburn Farm's Declaration of Covenants and Restrictions in regard to the review process established by the Board of Trustees (BOT).

_____ _____

Applicant's Signature Date

This section is for ARB use only:

ARB Remarks	**ARB Action**
	_____ Approved as submitted _____ Approved w/contingencies (Explain in ARB Remarks) _____ Disapproved (Explain in ARB Remarks ARB Member Signature:
	Date:

If the applicant disagrees with the decision of the ARB, an appeal may be submitted. See the Architectural Guidelines (also posted to the Ashburn Farm Association website www.ashburnfarmassociation.org) for the appeal procedures.

Helpful Phone Numbers

Ashburn Farm Association Services

Association Office: 703-729-6680

The Body Works Towing of VA: 703-777-5727

Patriot Trash Services: 571-257-7100

Summit Management: 301-495-0146

Ashburn Services

Ashburn Library: 703-421-2012

Ashburn Volunteer Fire/Rescue: 703-729-0006

Ashburn Post Office: 703-406-6291

Ashburn Farm Condos & Apartments

Ashberry Condos: 703-707-6404 (Capital Property Management)
Sanders Mill Condos: 703-385-1133 (FirstService Residential)
Camden Apartments: 703-729-7800 (Marcus Mason)
Westmaren Condos: 703-729-8906 (Laurie O'Donnell)

Loudoun County Services

American Red Cross: 703-771-7171

Animal Control: 703-777-0406

Building & Zoning: 703-777-0220

Business Licenses: 703-777-0260

Loudoun County Info: 703-777-0100

Health Dept.: 703-777-0234

Office of Transportation Svcs.: 703-737-8513

Overcrowding Hotline: 703-737-8190

Parks & Rec: 703-777-0343

Public Libraries: 703-777-0368

Recycling Center: 703-771-5500

Sheriff's Office: 703-777-1021

Solicitor Permits: 703-777-0407

Street Signs: 703-771-5666

Treasurer's Office: 703-777-0280

Traffic Lights: 703-383-2716

VA Cooperative Extension: 703-777-0373

Voter Registration: 703-777-0380

Pools

Breezyhill Pool: 703-858-9831

Windmill Pool: 703-729-9739

Summerwood Pool: 703-729-9706

utilities

Columbia Gas: 800-543-8911

Comcast Cable: 800-266-2278

Dominion Energy VA: 888-667-3000

Loudoun Water (Admin): 571-291-7700

Miss Utility: 811 Or 800-552-7001

NoVa Electric Coop (NOVEC): 888-335-0500

Verizon Customer Advocacy: 888-250-9710

Verizon Telephone: 800-837-4966

Verizon Internet: 888-881-8161

Washington Gas: 703-750-9500

VDOT and state services

Statewide Highway Info: 800-367-ROAD

State Police: 800-572-4510

VDOT Sidewalk Repairs: 703-383-8368

VDOT Snow Removal: 703-383-8368