

**POTOMIA COMMUNITY ASSOCIATION
(also known as VILLAGE GREEN AT ELYSIAN HEIGHTS)**

**STANDARDS AND GUIDELINES
FOR RESIDENTS AND NEW CONSTRUCTION**

January 2015

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INTRODUCTION

The Homeowners Association Standards (“Resident Guideline”) provide a baseline for the community. The intent is to provide an environment with standards to promote community harmony and well-being. Exceptions and questions can be requested through the Management Company to the Board. All legal documents related to Potomia should have been received at settlement. If you did not receive these documents please contact the Management Company directly.

This document consolidates content of a variety of community standards, restrictions and prohibitions which include:

1. Community Architect: The board authorized the Covenants Committee (CC) to assume responsibilities previously performed by the Community Architect since the community matured to an occupancy level that supports the transfer of this responsibility. This document eliminates the Potomia Community Architect document published on March 23, 2010.
2. Enforcement Procedures: The updated guidance supersedes the content published on March 23, 2010.
3. New Construction Guidelines: Provides for consistency with the intent of the original guidelines for any new construction based on lots not currently allocated for construction. This content supersedes the content titled Architectural Design Standards published on March 23, 2010.
4. Property Maintenance Standards: The updated guidance supersedes the content published on March 23, 2010.
5. Maintenance Standards Guide: The updated guidance supersedes the content published on March 23, 2010.
6. Resident Guidelines: The updated guidance supersedes the content published on March 23, 2010.
7. Additional Policy Resolutions: It is important that everyone is aware of all resident standards. Attached also are the following resolution and extract of the Section 10-2 of the Covenants (Use Restrictions).
 - a. Vehicle Policies
 - b. Pet Policies
8. The Potomia Community Association Inc. Covenants: Content extracted is summarized for informational purposes- This document is the formal incorporation of the Community by Virginia. Any changes to this document require community by-in, legal review, proposal to the State Corporation Commission of the Commonwealth of Virginia, and a final decision from the Commission. The intent of this document is a summary of only Section 10.2 (Prohibited Uses

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and Nuisances) for reinforcement and to provide all standards within a single document. **THIS DOCUMENT DOES NOT SUPERCEDE THE COVENANTS OR BY-LAWS.**

The Resident Guidelines contained herein, as amended or supplemented from time to time, apply to the design of all Living Units and other private buildings, as well as landscapes. The Covenants Committee (“CC”) shall consider Design Review Applications in accordance with the Resident Guidelines.

Public and civic buildings are exempted from the provisions of the Resident Guidelines; their design is to be negotiated with the CC and approved by the Board of Directors.

Variances to the Design Standard may be granted on the basis of unusual programmatic requirements, peculiar site constraints, hardship, or architectural merit as determined by the Board of Directors (“Board”).

Approval by the CC does NOT eliminate the necessity for an applicant to obtain all necessary governmental approvals and permits. All improvements shall be in accordance with applicable Resident Guidelines and local laws and regulations.

Exceptions to the Resident Guidelines may be granted by the Board for architectural merit, site conditions or extenuating circumstances.

Unless otherwise defined in these Resident Guidelines, capitalized terms used herein shall have the meanings set forth in the Potomia Community documents.

Duties and Responsibilities

Function

The primary function of the CC is to review applications for architectural change, encourage architectural harmony, and ensure that all property owners adhere to the Resident Guidelines. No structure or improvement shall be erected or altered until the approvals described in this document have been obtained.

Scope of Responsibility

The CC will also review all property owners' improvements, including alterations and modifications to structures (even after initial construction is completed), limited to improvements visible from street or neighboring residences including, but not limited to walls, painting, renovations and landscaping. Approval by the CC does not relieve an owner of the obligation to obtain government approval(s).

Enforcing Powers

Should a violation occur, the Association has the right to such injunctive relief, which may require the owner to stop, remove, and or alter any improvements in a manner that complies with the Resident Guidelines and approvals granted by the CC.

Limitations of Responsibilities

The primary goal of the CC is to review applications and determine if the proposed improvement(s) conform to the Resident Guidelines. The CC does not assume responsibility for any construction, including, but not limited to, the following:

- Structural adequacy, capacity, or safety features.
- Non-compatible or unstable soil conditions, soil erosion, etc.
- Compliance with any and all building codes, safety requirements, and governmental laws, regulations or ordinances.
- The performance or quality of work of any contractor.

Review Time Frames

The Managing Company will have three (3) working days to certify a completed package prior to forwarding to the CC. If the packet is returned for further clarification or documentation, the number of days resets to zero upon resubmission.

The CC may request further clarification or additional documentation, approve, disapprove, modify, or reject any plans and specifications for improvements and/or alterations within the property. Failure of a property owner to respond to the CC's questions or request for documentation shall be deemed automatic disapproval of the plans and specifications by the CC.

The CC shall have forty-five (45) days from complete application receipt to respond to the property owner's request. The CC shall make a reasonable effort to advise applicants of the reasons for any partial or total application rejection.

Approval of any partial plans and specifications shall not be construed as a waiver of the right of the CC to reject such plans and specifications or any elements or features thereof in the event

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such plans and specifications are subsequently submitted for use by in any other instance. Revised applications shall be reviewed in the same fashion as the initial application. An application may be withdrawn without prejudice, provided the request is made in writing and filed with the CC prior to review of the application.

Variances and Exceptions

All requests for variances and exceptions to the Resident Guidelines must be made in writing. Any variance and exceptions granted shall be considered unique and will not set precedence for future variances or exceptions.

Construction Observations and/or Inspections

The CC or a representative of the Management Agent will make periodic observations and/or inspections to verify compliance of the improvements with the approved applications. To ensure compliance, the CC, Director, Association Member, or a representative of the Management Agent is empowered to refer violations of the Resident Guidelines to the Management Agent or Board of Directors for enforcement of the Resident Guidelines, including an action in a court of law.

Waiver and Additional Requirements

The Resident Guidelines have been adopted to assist property owners and the CC. However, when deemed appropriate by the Board, the Board has the right to waive some or all the Resident Guidelines for any proposed improvement(s).

ENFORCEMENT PROCEDURES

The Documents of the Association empower the CC to enforce compliance with the Association's Resident Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the CC by the Board of Directors, the Management Agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the CC or Management Agent.
2. The alleged violation will be investigated by a site visit by a member of the CC and/or Management Agent.
3. The Management Agent will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an emergency or where such violation, if not remedied, will increase or enhance with the passage of time. The board may require faster compliance to the below timelines in matters of safety.
4. If the violation continues for thirty (30) days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty (30) days a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Management Agent a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen (15) day period).
5. If the violation is not abated within fifteen (15) days from the date of sending notice by certified mail (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the CC) the CC will send written notification to the Management Agent of the continuing violation, with a copy to the resident in violation. The Management Agent will then send the resident notice by certified mail of the time and place of a formal hearing by the CC. The findings by the CC shall bind the resident to the remedy of the violation. The CC and Management Agent shall be responsible for seeing the violation resolved as determined by the CC.
6. The resident may elect to appeal the findings of the CC to the Board no later than ten (10) days after receiving notice.
7. If, as a result of the hearing or appeal to the Board, the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner, then the Board at its discretion shall direct the Management Agent to impose fines, place liens on the resident's property and take further action in accordance with the documents.
8. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mail, or such other notice as is reasonable under

the circumstances, and that the action is consistent with the provisions of the documents. Likewise, the Board may establish shorter notification periods for the correction of violations of the Resident Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

9. Work in Progress Violations

If a resident is in the process of building an unapproved structure on his/her property and it is brought to the attention of the Management Agent or CC the following procedures are to be used:

- a) An immediate written request will be made to stop construction and to send a completed application to the Management Agent for consideration by the CC.
- b) If no response is received from the resident in a reasonable time, the Board of Directors may seek an injunction in a court of law to stop work or pursue other remedies judged appropriate by the Board. If the Board determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner, then the Board may impose fines, place liens on property and take further action in accordance with the documents.
- c) A violation continues in the Associations file until the matter is resolved. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with the Maintenance Standards (see "Maintenance Standards" for more details), the Board of Directors after fifteen (15) days written notice to the owner (or such shorter notice period as determined by the Board in the event of an emergency situation), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner. In the case of persons who have trash or debris visibly stored on their lot (other than neatly stored construction materials for an approved modification of the home or lot) the notice period shall be ten (10) days.

NEW CONSTRUCTION DESIGN GUIDELINES

In accordance with the Potomia covenants all new construction shall conform to the requirements of these regulations. These regulations cover a broad scope of design elements including, but not limited to buildings, accessory structures, fencing, lighting and landscaping. The standards and guidelines will ensure a consistent level of quality design throughout Potomia.

Approval of the CC is required before construction commences. Architectural approval does not relieve the applicant of the responsibility of obtaining all other necessary approvals and permits required by Loudoun County, the Commonwealth of Virginia and other agencies having jurisdiction over the project.

SITE DESIGN

1. Siting and Orientation

The siting of buildings shall relate to the existing topography, minimize grading and accommodate drainage requirements. The siting of homes in relation to the street is very important in regards to the image and aesthetic appearance of the community.

In all design areas, consideration should be given to the street wall created by the house facades and setbacks; generally, the house setbacks should be more consistent so that the street wall appears unified but not monolithic. Houses sited on key corner lots shall be oriented in the direction of the rest of its neighbors whenever possible.

2. Limits of Clearing and Protection and Preservation of Trees and Hedgerows

Particular care shall be devoted to preservation of trees and hedgerows that are found throughout the property. It is recommended, and in some instances may be required by the CC, that tree surveys be undertaken prior to site planning. The value of significant trees cannot be overemphasized. In addition, builders must inform homeowners, in writing, of the requirement for continued preservation of all saved hedgerows and trees.

Removal or damage to designated “to be saved” trees and hedgerows as shown on the approved subdivision plan must be replaced with like kind plant material. Replacement trees can be transplanted or new material planted to reestablish the character prior to disturbance.

Grading and parking of equipment or vehicles, stockpiling of materials, or deposition of sediment, topsoil or fill, or dumping of any materials or liquids/chemical is prohibited within the drip line of trees to be saved. All existing trees to be saved, individually or in groups, shall be protected by adequate fencing. Fencing shall be placed at the outer perimeter of the spread of branches (drip line) and be a minimum height of four feet above grade. Fencing shall be wire mesh typically used as concrete reinforcement.

3. Parking

Parking areas shall be visually screened from streets and neighboring properties with existing vegetation and/or combinations of plantings, berms or walls. Landscaping shall emphasize a combination of evergreen and deciduous trees and shrubs. Generally, deciduous trees shall be no

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smaller than 2.5” in caliper at installation. Evergreen trees shall vary from seven to ten feet minimum in height at installation.

4. Alley Served Parking

A garage must be located no closer than five feet from the alley paving. Garages are to be accessed off the alley. Parking is not permitted in alleys – these are fire lanes.

5. Lighting

Single family detached lots shall have one decorative post light per lot, operated by a photocell. Depending on the site plan, single family attached lots may also be required to have one decorative post light per lot, operated by a photocell. Final determination on lighting will be made by the CC. Building-mounted light fixtures shall be of a design and scale to complement the building architecture and shall not negatively impact neighboring properties.

ARCHITECTURAL DESIGN STANDARDS

Introduction

A variety of architectural styles are encouraged. Within this variety is the goal that each design is true to its historic reference and that the design is carried through on all elevations.

All roofs shall be constructed with shake composite, standing seam metal roof or architectural grade asphalt shingle (i.e. Timberline, etc.) materials.

All above grade exposed foundations shall be brick, stone or brick pattern poured in place concrete. The above grade exposed foundation on the front façade will feature a water table of brick, stone, stucco, or a combination of those materials.

Aluminum and vinyl siding shall be high-grade 6” or 8” beaded siding. The front façade on twenty (20%) of the homes (hereafter “High Impact Lots”), shall include brick, stone, stucco or a combination of those materials. The brick, stone, stucco or a combination of those materials shall constitute a minimum of 80% of the front facade surface area of the High Impact Lots.

Townhouse buildings shall have brick or stone wrap around end units for all exterior units.

All detached garages shall have the same color, roof materials, exterior materials, and trim as the principal structure.

At least seventy-five percent (75%) of the homes shall have a front porch or portico and one hundred percent (100%) of the homes facing the Village Green shall have front porches.

Seller shall be free to exceed this minimum standard, as to materials on the exterior facades.

Baseline Standards

1. Accessory Structures, Buildings and Enclosures

All detached structures such as garages, pavilions, or sheds shall be of similar design and materials as the primary structure(s).

2. Bay Windows

The extension of the bay window from the wall of the house and the pitch of the roof of the bay window should achieve maximum dramatic effect as it relates to the house. Metal roofing shall be used if necessary.

3. Chimneys

Chimneys shall be integrated with the building and have a material and color compatible with the building architecture. Exterior chimneys on the ground level (including vented flueless fireplaces) must be constructed to grade and not appear to be suspended in the air while those on upper levels must have a substantial base returning to the building façade. Exterior chimneys should also maintain the same material to grade. Metal roof top flues should extend no higher

than the minimum required by the building code. Flues should be of such construction that external support braces are not required. Flues should be painted flat black or the roof color.

4. Exterior colors

Exterior colors must be approved by the CC and include a full palette showing siding, roofing, trim, etc. Extreme variations in brick colors shall not be used.

5. Front Porches/Porticos

At least seventy five percent (75%) of the single-family homes shall have a front porch or portico and one hundred percent of the homes facing the Village Green shall have front porches.

6. Foundation

All above grade exposed foundations on the front facade shall be brick, stone or brick pattern poured in place concrete.

7. Garages

Garages may be either detached or attached to the house. The garage shall be designed as an integral part of the home and shall incorporate the design, materials and colors of the home. All detached garages shall have the same color roof materials, exterior materials and trim as the principle structure.

8. Gutters and Downspouts

Gutters and downspouts must be compatible with the color of the surface to which they are attached or painted the house trim color.

9. Mechanical Equipment

Side or rear yard locations are preferred.

10. Roofing

Roof pitch shall be consistent with the architectural style of the building. Roof pitch on any major roof must not be less than 6:12. Hip, gable and gambrel (with certain architectural styles) roofs are recommended. Flat roof and shed roof designs are not recommended although they may be appropriate for porches and breezeways.

Intermixing of gable roofed homes and hipped roof homes are encouraged to promote a visually exciting and animated streetscape.

Attic ventilators, metal chimneys, flues, vents and similar elements must be painted to match the roof or the material to which they are adjacent. No vents, flues, mounted equipment or skylights shall be visible on the front roof.

All roofs shall be constructed with shake composite, standing seam metal roof or 24-year asphalt shingle materials.

11. Security Devices

Security devices must be installed without detracting from the design integrity of the building. Security signage should be placed proximate to the front door.

12. Skylights

Skylights must be well integrated into the overall building design, with a low profile and shall be flat or with a slight curve. Skylights shall be installed parallel with the roof ridge and edges, with frames painted to blend with the color of the roof. Skylights should be located only on the backside of the roof ridge. Skylights on the front elevation are prohibited.

13. Siding

Vinyl siding shall be high grade 6" or 8" beaded siding.

LANDSCAPE DESIGN AND YARD USE

As with Site Planning and Architecture, the overall Landscape Design of Potomia is an integral part of the overall image and character of the community. Visually, it is important Potomia convey a well-landscaped appearance and high quality environment.

1. Fencing

All fencing must be attractive, well-designed, well-constructed and compatible with the architecture of the building(s). Fences incorporated into the house design and installed during construction must be incorporated into the Homeowners Associations Architectural Standards. No fencing will be permitted in the front yards.

Single family attached (townhomes) projects shall have specific fence types approved in conjunction with the architectural design approvals of the buildings and these must be adhered to regardless of when the fence is constructed.

2. Mailboxes

Single family detached house mailboxes should be located at the curb immediately adjacent to the driveway or lead walk. Mailboxes shall comply with those approved by the CC.

Within single family attached (townhomes) neighborhoods, standard clustered mailboxes are provided by the U.S. Postal Service and installed by the builder.

3. Patios, Decks and Balconies

Decks and patios should generally be located in rear yards. Front and side yard locations will be evaluated on their individual merit.

Decks, porches and railings shall be painted, stained or left natural depending on the architectural style, color combinations and detailing of the particular project or dwelling as well as visibility.

4. Street Plantings/Street Trees

Each builder is to plant the street tree as provided on the approved landscape plan. All street trees shall be a minimum of 2.5" to 3.5" caliper and shall be specimen quality matched trees of a species identified on the approved site plans, or similar tree in size and shape.

5. Yard Plantings

Landscaping is required for all development within Potomia, and may include deciduous, evergreen or ornamental trees, shrubs, groundcovers, perennials, and seasonal color (annuals).

Landscaping should consist of a limited variety of trees, shrubs and ground covers to create an attractive, well-designed, cohesive landscape. Shrubs and ground covers should be planted in masses of a single species or cultivars in sufficient numbers to create beds or drifts of plants.

All residential dwellings are required to include foundation plantings consisting of a limited variety of shrubs and ground covers to create an attractive, well-designed, cohesive landscape. Shrubs and ground covers should be planted in masses of a single species or cultivars in sufficient numbers to create beds or drifts of plants.

CONSTRUCTION OPERATIONS

1. Temporary Facilities

Sales offices, construction offices/trailers, storage sheds, trailer yards and temporary rest rooms are permitted during construction only. These facilities and related debris must be removed promptly when construction is substantially complete.

Site planning, architectural and landscape guidelines for permanent structures shall apply to the location and design of temporary facilities as well. Plans for all temporary facilities must also be reviewed by the CC prior to their installation.

2. Trash and Construction Debris

Contractors shall be responsible for maintaining a neat environment. Dumpsters and recycling containers shall be emptied frequently, and shall not be overflowing. Contractors shall also clean up/wash muddy streets on a regular basis.

MISCELLANEOUS PROVISIONS

1. Non-Liability of the Covenants Committee

The CC nor its respective members successors, agents, representatives, employees or attorneys shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any applicant, by reason of mistake in judgment or negligence arising out of any action of the Committee with respect to any submission, or for failure to follow these procedures or Guidelines. The role of the CC is directed toward review and approval of use, site planning, appearance, architectural design and aesthetics.

2. Accuracy of Information

Any person submitting plans to the CC shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, grades, elevations, utility locations and other pertinent features of the site or plans.

3. Regulatory Compliance

It is the responsibility of the builder to obtain all necessary permits and ensure compliance with all applicable governmental regulations and other requirements. Plans submitted for review shall comply with all applicable building codes, zoning regulations and the requirements of all

governmental entities having jurisdiction over the building project or property within Potomia. Regulatory approvals do not preclude or supersede the authority and responsibility of the CC. It is not the responsibility of the CC. It is not the responsibility of the Committee to review submissions for compliance with applicable governmental regulations.

APPROVAL PROCEDURES

1. New Construction

Builders constructing new homes of all types as well as non-residential construction such as retail and office uses must submit their plans for review and approval by the CA. It is recommended that the applicant contact the Committee to schedule a preliminary review session prior to formally submitting their plans and materials.

2. Submittal Package

The Submission Checklist generally specifies all items that must be presented for the CC to approve the construction. This typically involves house/building siting plans, lot grading, elevations, material samples, color palette samples, light fixtures (diagram or photograph), decking, fencing, and landscaping. For all house types offered in a section or neighborhood, all elevations must be approved including all optional spaces features and exterior finishes.

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3. CC Review and Approval

The CC will review the submission within thirty (30) day time period in order to solicit community input. Copies of proposed plan will be displayed at the community clubhouse. The applicant will receive a letter of approval with or without certain conditions, or a letter of disapproval noting the basis for such disapproval within forty-five (45) days of submission. The Committee's approval of any proposed construction is subject to possible conditions initiated by the Board. The CC may, at its discretion, determine to enforce or modify in whole or in part, any or all of these Guidelines. Approval by the CC does not relieve the applicant of the responsibility of obtaining all other necessary approvals and permits required by Loudoun County, the Commonwealth of Virginia or any other agency having jurisdiction over the project.

Notification of the CC final approval constitutes a binding agreement between the applicant and the Potomia Community Association. Deviation from approved plans is prohibited.

4. Appeals

The applicant may appeal a decision of the CC by filing a written request with the - Board within 30 days of issuance of the CC decision. The appeal should include a full basis for such a request and any supporting technical design information. The Board may request further information in order to fully reconsider the application.

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All appeals will be reviewed on a case-by-case basis and the granting of a request for reconsideration with respect to one project does not imply or warrant that a similar request will be granted with respect to any other project.

PROPERTY MAINTENANCE STANDARDS

General Responsibility

Owning a property in Potomia includes assuming responsibility for proper maintenance of the exterior of the buildings, detached garage (if appropriate), any exterior structure, such as fences or walls and the turf and installed landscape materials.

Maintenance of Houses and Existing Structures

As houses and structures such as sheds or decks age; their exteriors may become deteriorated in appearance. Houses may have trim boards that are chipped, peeling or rotted. House siding may rot or collect mildew on the boards, and siding, trim or a front door may be badly in need of paint. Screens may hang off doors and windows, and storm doors may be broken and hang from hinges. Decks and sheds may become unsightly and even unsafe as the wood deteriorates from aging and weathering. In all cases, the overall neglected and unkempt appearance of the structures may impact the Community as a whole, and could eventually lower property values. Each homeowner must maintain and make necessary repairs to these structures. Driveways, walkways, chimney flues, attic fans, etc. need to be checked regularly. Roofs should be checked on a regular basis, and gutters and downspouts should be cleaned of leaves and debris each year. Aluminum and vinyl replacements require regular inspection to see if the caulking remains watertight.

Maintenance of Landscaping and Natural Areas

All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the CC). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).

Any natural or planted areas require regular maintenance also. If grass is not cut, and is six (6) inches or higher, or if planting areas become overrun with weeds, the property will be referred to the Loudoun County Department of Environmental Protection. Homeowners must always take into account erosion, drainage onto neighboring properties, or flooding when they make modifications to their yards. Any dumping of branches, grass clippings, leaves, mulch, or dead plants onto Community Property is prohibited. All trees and planting on residential properties must be maintained by the homeowner.

Maintenance of Yards

Bags of trash should always be kept in air-tight containers, and should be stored out of sight. Trash can be placed in designated areas to be picked up on pickup days. Yards are not areas for the storage of items, and they should be cleaned of litter, debris and old newspapers on a regular basis.

Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.

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All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height. Turf areas and other vegetation should be maintained; any dead plants, shrubs or trees should be removed within a reasonable amount of time, not to exceed two (2) weeks. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turfed area.

All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.

MAINTENANCE STANDARDS GUIDE

The following kinds of maintenance problems may be cited for violation. This list should not be viewed as all inclusive, nor should it be inferred that all of the items listed below are allowed at Potomia. Please refer to the Resident Guidelines for specifics.

Attic Vents:

- rusted and in need of paint
- removed, and area filled in with unapproved material

Doors:

- broken or missing panes of glass
- torn screens
- loose or not firmly attached doors
- hardware; original replaced with non-conforming style
- original replaced with different areas of door left unpainted
- in need of paint

Exterior Lighting:

- broken, rusted, dented, bent out of shape
- broken glass
- missing or burned out light bulbs for extended period of time
- fixtures themselves in need of paint

Fences:

- broken and falling down
- missing sections
- replaced but not painted
- posts missing or rotted

Garages:

- siding/trim boards rotted so holes are created
- siding/trim boards covered in mold or mildew
- siding/trim boards with chipped and peeling paint
- siding/trim boards down to bare or exposed wood
- deterioration of caulking around windows, doors and baseboards
- garage doors in need of paint
- garage doors missing panels
- garage doors dented and bent out of shape

Retaining Walls:

- loose or cracked wood or stones
- precariously angled walls
- rotted wood
- unapproved, unsafe, or unprofessionally constructed walls

Roof Area:

- shingles missing
- clawing of asphalt shingles and/or extremely bad deterioration
- gutters and downspouts not secured to house hanging down or missing
- gutters must be maintained and painted
- rusted gutters/downspouts
- leaves and debris visibly hanging out indicating a blockage
- all downspouts must be maintained and painted
- downspouts removed without CC approval
- chimney flues rusted and paint chipped and peeling
- skylights rusted, skylights removed and replaced with new materials (plywood, plastic, etc.)
- gravel guards
- chipped and peeling paint
- original replaced and unapproved style and material

House Siding and Trim Board:

- siding/trim board rotted in areas so a hole is created; siding/trim board covered with mold or mildew; siding/trim board with chipped and peeling paint; siding/trim board wood is exposed due to or because of lack of paint; deteriorating caulking around windows, doors and baseboards worn; loose bricks; deteriorating bricks, or missing brick
- broken or missing panes of glass
- torn screens
- trim boards are rotted, paint is chipped or peeling, trim boards are missing

Shutters:

- broken or missing slats
- hanging or not securely attached
- in need of paint
- originally replaced with non-conforming style/size

Steps:

- loose or cracked (unsafe)
- gaps between house base and steps at ground level (created as house settles)

Walkways:

- loose or cracked stones or cement
- dangerously angled stones due to ground settling
- unapproved, unprofessionally done, or unsafe placed timbers, stones, etc.
- Residents are required to remove snow/ice from common sidewalks within or abutting their property within twenty-four (24) hours after the weather event.

Windows:

- broken or missing panes of glass

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- torn screens
- deteriorated window frames
- missing mullions

Window Boxes:

- loose and not properly attached
- in need of paint
- rotted wood requiring repair

Window Guard Rails (Metal or Wood):

- rotted and deteriorated wood unsightly and unsafe
- in need of paint
- mold and mildew
- removed without approval
- structural defects visible to eye
- missing sections or insecure fastening

RESIDENT GUIDELINES

The specific Resident Guidelines detailed below have been adopted by the board of Directors.

Air Conditioning Units

The CC will not approve applications for installation of window or wall air conditioning units (or fans of any type). Relocating exterior central air conditioning units will be considered. When installing or relocating an air conditioning unit, please take into account any adverse visual impact on adjoining properties. Application and approval are not required to replace an air conditioning unit in its original location.

Above-Ground Pools

All above ground pools are prohibited in the community (except those of the inflatable variety).

Antennas/Satellite Dishes/Cable TV Wires

Installation of satellite dishes are subject to Federal Communications Commission regulations. Satellite dishes, which are one meter in diameter or less, television antennas and MMDS (Multichannel Multipoint Distribution Service) antennas should be placed in the least visible location. A completed application (Notice of Intent to Install Antenna) for such devices must be filed with the CC prior to installation. If permits are required by Loudoun County for the installation of any of the above devices, a copy of such permit must be provided with the application in order for it to be considered complete.

Attic Ventilators

Attic ventilators and turbines should be mounted on the least visible side of the ridge line so as to minimize their visibility.

Basketball Hoops

All basketball hoops shall meet the following criteria:

- The basketball hoop shall be placed and used solely in the driveway.
- The basketball hoop shall be freestanding (either a portable setup or permanently installed). No basketball hoop, backboard, rim, etc. may be attached to any existing structure.
- The basketball hoop shall be well-maintained at all times. No rust, damaged netting, or other signs of wear shall be visible.

All permanent basketball hoops require advanced approval through the application process.

When installing a permanent basketball hoop, it is extremely important that the resident contact MISS UTILITY at 1-800-257-7777 to identify the location of any subsurface utilities in the vicinity of the resident's driveway before installing a pole for the basketball backboard in the ground.

Carpeting

Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited.

Chimney/Metal Flues

Chimney for fireplaces installed on the exterior of homes must match both the design and materials of original chimneys on similar houses in the Community. With the exception of the short side exiting exhaust flues used for gas fireplaces (which do not extend past the roofline), all chimneys must be brick or stone, and the brick or stone must match the house brick or stone (if any). No exposed metal flues (chimney stacks) will be allowed on the exterior walls of any homes. Flues will be considered on the upper 2/3 of rear roofs.

Clotheslines

Clotheslines or similar apparatus for the exterior drying of clothes are prohibited.

Decks

All decks must be approved by the CA. Homeowners are advised to consider the following:

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but they must be to scale and show dimensions. Refer to the checklist for other information to be submitted with an application for a deck.

Any adverse drainage requirements, which might result from the construction of a deck, patio, or screened porch, should be considered and remedied. Approval will be denied if the Board of Directors or the CA believes that adjoining properties are adversely affected by changes in drainage. The use of a partially porous surface or the installation of mulch beds adjacent to a deck, patio or porch, are ways to offset drainage concerns. The following factors will be considered in the review of applications:

1. **Location:** Decks and patios should generally be located in rear yards. Due to potential negative impacts on adjacent property, side yard locations may be evaluated on their individual merit. Decks are prohibited at frontages. The privacy of the adjacent homes, aesthetics, visibility and other positive/negative features will be considerations in evaluating the location.
2. **Scale and Style:** Decks and patios, particularly elevated decks, should be of a scale which is compatible with the home to which attached, adjacent homes and the environment surroundings. Due to the small size of the rear yards some townhomes may not be acceptable for decks.
3. **Materials:** Decks and stairs shall be cedar or high quality (No. 2 southern yellow pine or better) pressure-treated wood. Composite wood ("Trex" or equal) may be used for walking surfaces. Rails may be vinyl.
4. **Color:** All vertical surfaces shall be natural color or stain or painted/stained white.

5. Decks must be located within lot lines. No deck may intrude in any manner into Community Property. Decks cannot be built in non-construction easements.
6. Stairs should not be placed so they provide direct access to the deck from the front of the home. Stairs are not to be visible from the front view of property or street.
7. Landscaping: Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent lots and to offset drainage concerns.
8. Privacy Screens/Walls: Privacy screens or walls appended to decks on or above ground require an application to the CC.

Dog Houses and Dog Runs

Dog houses and dog runs are prohibited.

Exterior Decorative Objects (Permanent)

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, and free standing poles, of all types, house address numerals, and any items attached/unattached to approved structures. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area.

An application is not required for the following:

- Vases and other objects whose primary purpose is to hold flowers.
- Exterior decorative objects in front yard locations or otherwise in the public realm (i.e.- visible from a front yard or a street), given that the total dimensions of all objects in these areas do not exceed 2' L x 2' W x 2' H.
- Exterior decorative objects in rear yard.

Exterior Lighting

An application is required to install exterior lighting. Exterior lighting will be reviewed on a case-by-case basis, in terms of location, number of lights, light intensity, and visual impact on the neighborhood and surrounding area.

Fencing

1. Privacy Fences

Note: Use of privacy fences is prohibited on alley backed corner lots due to the impact on visibility for vehicle traffic.

Potomac Community Association Guidelines

Wooden board-on-board



Vinyl Privacy Fence (White or White/Tan, with or without decorative top)



Potomac Community Association Guidelines

2. Picket Style Fences (wood or vinyl)



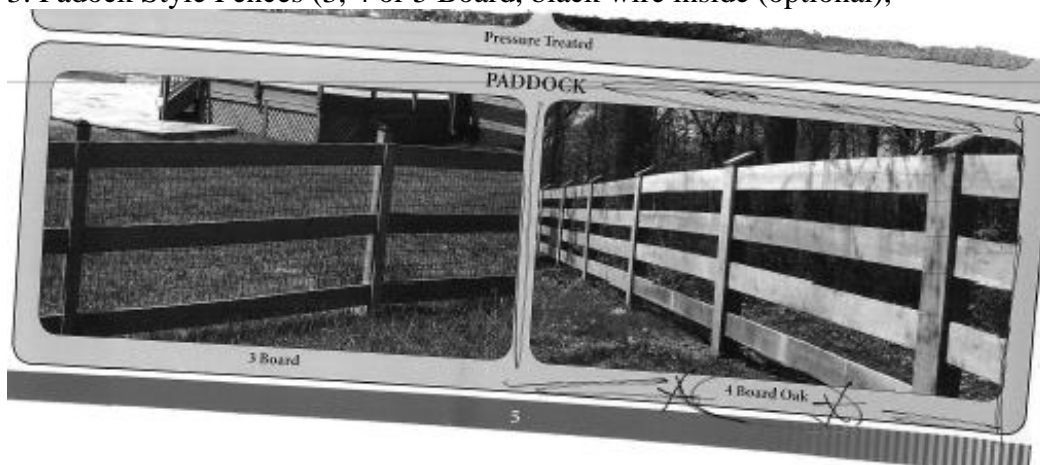
Mount Vernon Dip



Monticello Arch

Potomac Community Association Guidelines

3. Paddock Style Fences (3, 4 or 5 Board, black wire inside (optional),



Generators (Permanent)

Require prior approval and should be located as practically as possible, preferably in rear yards.

Gutters and Downspouts

All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of any original gutter or downspout, requires CC approval. Gutters and downspouts must not be located in such a manner as to adversely affect drainage onto neighboring properties. Tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties.

Hot Tubs/Spas

Exterior hot tubs or spas must be located either on the deck or on the ground level of the rear yard adjacent to the dwelling unit and must receive CC approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related.

The tub or spa must be appropriately screened with either landscaping or privacy fencing or both depending on location. Soft muted colors that blend with the natural surrounds are suggested.

Tubs or spas recessed into decks are preferred over free-standing hot tubs. If free-standing, the tub/spa must be enclosed on all sides with natural wood. Visibility and location will be considered along with the impact on adjacent properties for all approvals.

In-Ground Sprinklers

As addressed in the Conditions, Covenants and Restrictions, Section 10.2(t)), the installation and use of in-ground sprinklers within the community is prohibited. Properties that were previously used as model homes by builders may have had in-ground sprinklers installed. Any previously installed in-ground sprinklers must remain disabled at all times.

Landscaping

Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than 4 ft. wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than 8 ft.
3. Installation of new beds less than 3 ft. wide adjacent to walks from the driveway to the front stoop provided that plants have a mature height of less than 3 ft.
4. Installation of black plastic edging or green metal edging around existing or approved beds, provided that it is installed to be below the height of the top of the grass.

5. Installation of vegetable and flower gardens, provided that they are located in the rear yard, are not more than one-sixth of the rear yard in size, and do not create an annoyance to neighboring properties in terms of adverse drainage conditions, overgrowth of plantings or unsightliness. No offending odors should be created as a result of any garden. Fruit and vegetables should not be let to decay upon the ground. During winter, soil should be turned over. Any other landscaping modifications requires application and review by the CC.

The application and review is required for any other modifications to landscaping other than what is referenced above. Any clarifications should be addressed to the Management Agent.

The planting of bamboo stalks or kudzu will not be approved – these particular plants have fast growing roots, which can spread onto adjoining properties, and are very difficult to remove once the roots are established.

Patios

All patios require approval. In general, patios should be built in rear yards of private lots. Patios shall be built flush with the ground. Patios may be made of brick or flagstone, concrete pavers, stained and stamped concrete may be used. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surfaces, or the installation of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

Recreation and Play Equipment

1. Location: It is the intention of the Resident Guidelines that children's play equipment be placed away from the public realm. Children's play equipment shall be located in rear yards and outside side yards. Additionally, children's play equipment should be well-maintained, screened from view from the public realm, and should not be placed beyond the liens of the house or garage.

2. Scale and Design: The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.

3. Color and Material: Equipment constructed of wood and left in a natural condition to weather is encouraged, to blend with the natural environment.

Security Bars

In general, the use of security bars or gates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

Seasonal Decorations

Seasonal decorations include special objects and lighting that are consistent with religious and/or nationally recognized holidays and events.

Potomia Community Association Guidelines

- Seasonal decorations may be installed by homeowners no earlier than forty-five (45) days prior to the event, and shall be removed no later than forty-five (45) days following the event, weather permitting.
 - Exception: December holiday decorations may be installed beginning the Friday following Thanksgiving.
- Decorative lighting is only permitted from dusk until midnight.
- If a homeowner expects to be away after installing seasonal decorations, it is the homeowner's responsibility to make arrangements to have the decorations removed, or get written permission from the CA to remove them at a later date.

Signs

1. **Real Estate Signs:** Only one real estate sign, not to exceed four (4) square feet in area advertising a property for sale or rent may be displayed on a lot. Signs may only be placed in the front yard of available properties. Such signs must be removed within one week following the sale or rental of a home.
2. **Security Signs:** Two security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one such sign may be posted forward of the front lane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.
3. **Contractor Signs:** Contractor signs are only permitted during the construction of home improvements. Contractor sign shall be removed upon completion of the project.

All other signs are prohibited including, but not limited to commercial and home office advertisements.

Skylights

Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Consideration will be given to skylights on the front side of the roof ridge line only if constructed flush with the roof.

Solar Panels

Solar panels and solar collectors require an application.

Storage Sheds

1. **Townhomes:** Due to the small size of the rear yards, the addition of storage sheds is prohibited.
2. **Single-Family Homes:** Storage sheds for single-family detached units must adhere to the guidelines below.
 - a. **Design:** The architectural design of the shed should be compatible with the design of the home.

Potomia Community Association Guidelines

- b. Size: Sheds should not exceed 180 square feet of floor space or exceed 8' of interior head height, excluding roof structure.
- c. Materials: The finish materials must match those of the home.
- d. Colors: The color scheme must be the same as the home.
- e. Roof: The roof slope, and the type and color of roofing materials should match the house.

Storm/Screen Doors

Only full view storm doors, defined as doors where the glass covers at least 80% of the door surface are permitted. Provided that this criteria is met, there will be latitude for a number of door styles. Approved door styles are illustrated in Appendix II. Doors with other decorative treatment, such as grills, are not permitted. Doors must be painted the same color as the unit entry door or the adjacent trim. If a storm door meets the aforementioned requirements an application is not required.

Tree Removal

No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similar measured, no live vegetation on slopes of more than 20% gradient or marked "no cut" areas on approved plans, may be cut without the prior approval of the CC.

Walkways

Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the Community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved.

Windows

CC approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must also match the existing windows. See also REPLACEMENT WINDOWS and WINDOW DIVIDERS.

Window Air Conditioning Units

Installation and usage of window air conditioning units are prohibited in the community,

Window Dividers

Window dividers (mullions) installed in original windows must be retained. The Management Agent can assist with information on where to obtain replacements for broken or lost dividers.