

**THE AMBERLEA AT SOUTH RIDING CONDOMINIUM
UNIT OWNERS ASSOCIATION
POLICY RESOLUTION NO. -2020-02_**

Unit Owner Maintenance Standards and Modifications

WHEREAS, Section 55.1-1915 of the Virginia Condominium Act, Code of Virginia (“Act”) and Article 9, Section 9.1 of the Bylaws (“Bylaws”) of The Amberlea at South Riding Condominium Unit Owners Association (“Association”) charges all Owners and all those entitled to occupy a Unit with compliance with the Declaration for The Amberlea at South Riding Condominium (“Declaration”) and the Bylaws of the Association, a well as any duly promulgated rules and regulations; and

WHEREAS, Article 4, Section 4.4(b) of the Declaration and Article 3, Section 3.1(f) of the Bylaws grants authority to the Board of Directors (“Board”) to adopt and amend any rules and regulations restriction and regulating the use and enjoyment of the property or any portion thereof and the actions of the Owners and occupants affecting the property as long as the rules and regulations are not inconsistent with the provisions of the Act or the Declaration, Bylaws and Board adopted rules and regulations (“Governing Documents”); and

WHEREAS, Article 5, Section 5.8(b) of the Bylaws provides that the dwellings shall be occupied and used in compliance with the rules and regulations adopted by the Board; and

WHEREAS, Article 5, Section 5.5 of the Bylaws delineates the responsibilities of the Association and the individual Unit Owners for maintenance, repair and replacement of the common and limited common elements; and

WHEREAS, Article 5, Section 5.7 of the Bylaws restricts the Unit Owners from making any additions, alterations or improvements in or to the unit without prior written consent from the Board of Directors; and

WHEREAS, Article 5, Section 5.8(a)(4) of the Bylaws restricts the storage of anything upon or the obstruction of the common elements by the Unit Owner or resident without prior approval of the Board; and

WHEREAS, Article 3, Section 3.13(a) of the Bylaws requires the Board to establish a Covenants Committee (“Committee”) whose purpose is to (1) provide for visual harmony and soundness of repair; (2) avoid activities deleterious to the aesthetic or property values of the Condominium; further the comfort of Unit Owners, their guests, and tenants; and (4) promote the general welfare and safety of the Condominium; and

WHEREAS, Article 3, Sections 3.13(b) and (c) of the Bylaws grant the Committee the authority to regulate the external design, appearance, use, and maintenance of the Units and the Common Elements and such other authority as is delegated to it by the Board; and

WHEREAS, Article 3, Section 3.13(b) of the Bylaws empowers the Committee to enforce the Act, the Governing Documents, and the rules and regulations or resolutions of the Board; and

WHEREAS, Article 9, Sections 9.1(a)-(h) of the Bylaws authorize the Association to undertake specific actions to abate violations of the Governing Documents, assess violation charges, take legal action, and notes the conditions under which an Owner has additional liability to the Association or another Owner; and

WHEREAS, Article 5, Section 5.1 (c)(1) of the Bylaws states that Limited Common Expenses can be assessed against each unit Owner benefited in proportion to the relative Common Element Interest of such units inter se, or in accordance with use of the services, as appropriate; and

WHEREAS, Article 4, Section 4.4(d) of the Declaration grants the Board the right to suspend the right to use Common Facilities for the failure to comply with the rules and regulations established by the Board; and

WHEREAS, for the benefit and protection of the Association's Unit Owners and residents, the Board deems it desirable to formally adopt a policy resolution to ensure that all Unit Owners maintain the exterior of their units in a neat and orderly condition.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board, by the Act, the Governing Documents, and this Resolution establishes the following rules, regulations, and enforcement procedures with regards to the exterior of units.

GENERAL PURPOSE

I. Objectives

- a. These maintenance and modification standards ("Standards") are established to provide guidance to Unit Owners with respect to the required aesthetic appearance and environmental quality throughout the Amberlea at South Riding community. Any Unit and its appurtenances not kept in accordance with these Standards is subject to enforcement action. These Standards:
 - i. Are applicable when Unit Owners are considering and requesting, through the application process detailed herein, making any structural addition, alteration, or improvement in or to the Unit or alteration to any Common Element or the exterior of the Unit;

- ii. Define and illustrate the standards used by the Board, the Covenants Committee, the Management agent (“Management”), and Unit Owners in evaluating exterior alterations and improvements, which will create aesthetic harmony in the community;
- iii. Are applicable when the Board/Covenants Committee evaluates applications for modifications; and
- iv. Define and illustrate the standards to which Unit Owners are expected to adhere when maintaining the Unit components and Common Elements herein described.

II. Authority

- a. These Standards are promulgated and enforced subject to the above referenced authority and the Act, Governing Documents, and rules and regulations of the Association.
- b. All Unit Owners and residents of the Association are bound by these Standards.

MODIFICATIONS

I. Application Process

- a. No Unit Owner shall make any modification, defined as a structural addition, alteration, or improvement in or to the Unit or alteration to any Common Element or the exterior of the Unit, without the prior written consent of the Board or the Committee, as appropriate. Such consent shall be obtained through the application process detailed herein.
- b. All modification requests must be made in writing using the Architectural Modification Request Form attached hereto (“Application”, Exhibit A) submitted to Management for review by the Board or Covenants Committee, if applicable. Hereinafter, any reference to the terms Committee, shall also mean Board, if no Committee is established. A separate Application must be filed for each separate modification. All written Applications shall contain:
 - i. A complete description of the modification;
 - ii. A construction schedule for completion of the modification; and
 - iii. The signature of the applicant.

c. Supplementing the Application

- i. The Committee may require the applicant to submit additional information or material before rendering its decision. Failure by the applicant to provide such information or material shall result in denial of the request.
- ii. The Committee may make more than one such request.

d. Response to Application

- i. The Committee shall render an answer to a completed Application, in writing, within forty-five (45) days after such request is received. Failure to do so constitutes consent to the proposed modification.
- ii. When the Committee denies a modification request, its written response shall include its rationale for such decision.
- iii. The Committee may transmit the written response via email message.
- iv. A request for additional information or material constitutes an answer for the purpose of rendering an answer within forty-five days (45) of receipt of an Application. Failure to render a decision within forty-five (45) days after such requested information or material is provided by the applicant shall be deemed an acceptance of the Application.

e. Appeal of Adverse Decision

- i. An applicant whose modification request is denied by the Committee may appeal the decision to the Board.
- ii. Such appeal must be made in writing within ten (10) days after receipt of the Committee's answer.
- iii. The Board need not hold a hearing and may sustain, modify, or reverse the Committee's decision.
- iv. The Board's decision is final.
- v. If the Board fails to render a decision within forty-five (45) days of receipt of the written appeal, the modification request shall be deemed granted as originally submitted to the Committee.

f. Permits

- i. The applicant is responsible for securing all necessary governmental permits prior to submitting the Application.
 - ii. If any application for a governmental permit requires execution by the Association, the application shall be executed by an authorized Officer of the Association without incurring any liability to the Unit Owner or any other person or entity on the part of the Board, Association, or such Officer.
- g. Completion of the Modification
 - i. The modification must be completed according to the design proposed in the approved Application.
 - ii. Projects must be commenced within six months of the date approval is transmitted to the applicant and completed within one year of the date approval is transmitted to the applicant. Upon request by the applicant and a showing of good cause for the inability to complete the project within one year, such time limit may be extended by the Committee at its discretion.

II. Guidelines for Modifications

- a. The Committee and Board evaluate all submissions on the individual merits of the application; including consideration of the characteristics of the specific Unit and/or site, since what may be an acceptable design in one specific instance may not be in another.
- b. Design decisions made by the Board or Committee shall not be based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent in more specific terms the general standards of the Governing Documents.
 - i. **Validity of Concept** – The basic design concept must be sound and appropriate to its surroundings.
 - ii. **Location and Impact on Neighbors** – The proposed alteration should relate favorably to the landscape, the existing structures, and the neighborhood. The primary concerns are maintaining appropriate support, access, view, sightlines, ventilation, and drainage.

- iii. **Scale** – The three-dimensional size of the proposed alteration should relate well to adjacent structures and its surroundings.
- iv. **Color** – Modifications should be harmonious with the existing color scheme of the Unit and its surroundings.
- v. **Materials** – The materials used for the modification should be the same or compatible materials as were used in the component to be modified and the existing surroundings.
- vi. **Workmanship** – The quality of work must be equal to, or better than, that of the surrounding area and comply with all applicable County, State, and Federal codes and regulations. The Board reserves the right to require a modification to be fixed or redone at the Unit Owner’s expense if the modification is of poor workmanship.

III. Design Standards

a. Lawns and Landscaping

i. Flowers and Small Plants

1. A Unit Owner may plant flowers or other similar small plants, not exceeding two (2) feet in height, in the yard serving his or her Unit. No or vine-style plants (e.g. tomatoes, pumpkins, ivy, etc.), invasive plants (e.g. mint, clover, etc.), or plants that hang over the walking paths or driveways are permitted.
2. Vegetable plants are not permitted to be planted on any Unit’s common element “yard” by the Unit Owners, their family members, tenants, guests or other invitees. This includes planting vegetables in small containers and storing them on the front stoop/walkway of the unit.

ii. Mulch

1. A Unit Owner may mulch the landscaped area in the yard serving his or her Unit without prior approval from the Committee or Board so long as the mulch is similar in color and appearance to that of the rest of the community.

iii. Landscaping/Landscape Borders

1. The change of Unit landscaping or installation of any landscaping borders shall require prior approval from the Committee or Board.
 2. All landscaping replacements shall be harmonious in design/species with that of the landscaping installed and maintained by the Association grounds contractor.
 3. Landscape borders generally shall not exceed four (4) inches in height and shall be of neutral or earth tone color.
 4. All landscaping installed by the Unit Owner shall be maintained by the Owner.
 5. Application Requirements
 - a. Applications shall include a photo of the landscaped area where the applicant wishes to place the barrier – indicating where the barrier will be placed;
 - b. A photo or picture of the proposed barrier; and
 - c. A description of the proposed barrier, including its color and material.
- iv. No other alterations to the yard or landscaping are permitted.
- v. The significant pruning, trimming or shaping of any shrubs on any Unit's common element "yard" is not permitted by the Unit Owners, their family members, tenants, guests or other invitees unless such pruning, trimming or shaping is associated with landscaping or plantings installed by the Unit Owner with prior written consent by the Board.
- b. Exterior Decorative Objects
- i. A Unit Owner may place one (1) small exterior decorative lawn object such as: (a) one statue/ornament that does not exceed twelve (12) inches in height and eighteen (18) inches in length and width if placed at ground level; or (b) one small, landscape-related object such as a bird feeder, birdbath, or small decorative garden ornament in the lawn serving his or her Unit.
 - ii. Unit Owners wishing to display an over-sized decorative lawn object, or more than one decorative lawn object must submit an Application.

1. The Application must include:
 - a. A photo or picture showing the location, and its surroundings, where the object will be displayed;
 - b. A photo or picture of the proposed exterior decorative lawn object(s);
 - c. A description of the object, including its color and material; and
 - d. The dimensions of the object(s).
2. Objects will be judged based on, but not limited to, their size, color, location and whether or not they are harmonious with the aesthetics of the community.

c. Decorative Planters

- i. A Unit Owner may maintain up to two (2) planters on a surface other than a deck or balcony without obtaining approval from the Committee or Board. *See* Section (I)(g)(iv) of “Maintenance Standards and Pre-Approved Modifications” regarding plants on decks or balconies.
- ii. Planters shall be placed on a concrete surface, such as the stoop or driveway, in a manner that shall not block ingress and egress from the Unit.
- iii. Unit Owners wishing to maintain more than two planters must submit an Application to the Committee.

1. The Application must include:
 - a. A photo of the proposed location of the additional planter;
 - b. The number of existing planters; and
 - c. The dimensions of the proposed planter.
2. Planters will be judged based on, but not limited to, their size, location, and the number of existing planters.

d. Flags/Flagpoles

- i. Flags and flagpoles are not permitted to be installed on or affixed to the Common Elements, including Limited Common Element yards.
- ii. All flags, except for the flag of the United States of America, and all flagstuffs affixed to the exterior wall of the Unit must receive prior approval from the Committee or Board.
 1. The Application must include:
 - a. A photograph of the location where the flagstaff is to be affixed;
 - b. A photo or picture and description of the proposed flag; and
 - c. Dimensions of the flag and flagstaff.
 2. No flagstaff shall exceed six (6) feet in length, and no flag shall exceed fifteen (15) square feet in area.
 3. Flags shall not be used for advertising or commercial purposes or be in the nature of an advertisement or other promotion of a commercial or business nature.

e. House Numbers

- i. The installation, removal and maintenance of house numbers shall be the responsibility of the Association.
- ii. Unit Owners must submit an Application if they wish to modify or remove house numbers.
- iii. The Application must include:
 1. A photo or drawing and description depicting the color and material of the numbers; and
 2. A photo or description of the location on the Unit where the numbers will be placed.

f. Holiday Decorations and Lighting

- i. Approval is not required for holiday decorations and lighting.
- ii. Holiday decorations and lighting must be placed within the boundaries of the Unit and Common Element yard. Holiday decorations and lighting placed on any Common Element or Limited Common Element must be displayed subject to the following conditions:
 - 1. Holiday decorations and lighting must be specific and appropriate to the holiday occurring at the time of display.
 - 2. Decorations and lighting may be displayed thirty (30) days in advance of the holiday and removed no later than twenty-one (21) days after the holiday.
- g. Exterior Lighting
 - i. The Association shall be responsible for the repair and replacement of exterior lighting components of the Units unless such repairs are necessitated by the Unit Owners, their family members, tenants, guests or other invitees negligence, misuse, neglect or modification.
 - ii. Unit Owners must submit an Application if they wish to modify, replace, or add additional exterior lighting fixtures. The Application must include:
 - 1. A photo or picture depicting the fixture and its color; and
 - 2. A description of the fixture and its material.
 - iii. Criteria
 - 1. Replacement fixtures must be similar in style and design to the original fixture and must match in color; black is the preferred color of the Association.
 - 2. Exterior lighting fixtures cannot create a nuisance to surrounding neighbors.
 - 3. All bulbs must be “white” in color, such as incandescent, metal halide, mercury vapor, etc., and no other color shall be permitted.
 - iv. Low-voltage solar powered decorative lighting and low voltage path lighting, installed within eighteen (18) inches above the ground, do not

require prior approval from the Committee, unless it is hard wired or requires electrical power.

- v. All exterior lighting and light fixtures shall be maintained in functionally aesthetic, clean and sanitary condition.

h. Doors

- i. All exterior doors shall be maintained in functionally aesthetic, clean and sanitary condition.

ii. Front Doors

1. Any modification to the front door of a Unit requires approval from the Committee. An Application must contain:
 - a. A photo of the front of the Unit showing the door;
 - b. A photo or picture of the proposed replacement door; and
 - c. A description of the replacement door including, its material and the proposed color.
2. Front doors must remain consistent with the style and color installed by the Declarant.
3. Replacement or modification of the door hardware requires prior approval unless the replacement hardware is of a pre-approved style which is similar in design and color to that installed by the Declarant. (See Exhibit A) If the replacement hardware is of a pre-approved style and does not require prior approval, the Unit Owner must complete submit an Architectural Modification Request Form to Management for record keeping purposes.
4. Installation of a privacy eye (peephole) does not require prior approval so long as:
 - a. The size does not exceed one (1) inch in diameter;
 - b. Only one privacy eye is installed; and
 - c. The privacy eye is installed in the center of the door, fifty-seven (57) inches from the bottom of the door.

5. Installation of additional locks requires prior approval. The additional locks shall be in the same style, design, and color of the existing door hardware.
6. Installation or replacement of kick plates does not require prior approval so long as:
 - a. The replacement is of the same size, style, and color as the original installed; and
 - b. The kick plate is eight (8) inches by thirty-four (34) inches and of solid design.

iii. Storm/Screen Doors

1. A Unit Owner must obtain prior approval before installing a storm door, unless it is a pre-approved design (Exhibit B). The Application shall include:
 - a. A photo of the existing door over which the storm door will be installed;
 - b. A photo or picture of the proposed storm door; and
 - c. A detailed description of the storm door including the size, color, and material.
2. If the replacement storm/screen door is of a pre-approved style and does not require prior approval, the Unit Owner must complete submit an Architectural Modification Request Form to Management for record keeping purposes.
3. Storm doors shall be of quality material and must be “full view” and without panels, etched glass, or other decorative features. They must be white in color with hardware that matches that of the existing door and be of a pre-approved style. Please refer to Exhibit B for pre-approved styles.

iv. Garage Doors and Other Exterior Doors

1. Modification to or replacement of such doors requires prior approval unless the replacement is an exact replacement of that

which was installed by the Declarant. Where necessary, the Application shall include:

- a. A photo of the existing door;
 - b. A photo or picture of the proposed replacement door; and
 - c. A detailed description of the replacement door including the size, color, and material.
2. One wireless garage door opener per Unit is permitted without prior approval as long as the opener:
- a. Is installed to the left or right of the garage door on the side wood panel;
 - b. Is a neutral shade of white or tan;
 - c. Does not exceed eighteen (18) square inches; and
 - d. Has a cover enclosing the buttons.
- i. Doorbells and Door Knockers
- i. Doorbells and smart doorbells affixed to the exterior of the Unit may be modified or replaced without prior approval so long as the replacement doorbell is one of the pre-approved models (See Exhibit C) and an Architectural Modification Request is submitted to the Board or management company to document the change to the exterior of the unit.
 - ii. Doorbells, other than smart doorbells, shall match in color to that of the existing door hardware.
 - iii. Unit Owners must obtain prior approval to install a door knocker.
 1. The door knocker must match the existing door hardware in color and material.
 2. The door knocker must be installed centered in rail and stile when no privacy eye is installed, or where a privacy eye is installed, must be centered on stile, with the bottom of the knocker at a height of fifty-nine (59) inches.

j. Decks/Balconies

- i. Any alterations or modifications to a Unit deck or balcony require prior written approval. The Application shall include:
 1. A photo of the existing deck or balcony;
 2. Plans depicting the modification or replacement including dimensions and color; and
 3. A detailed description of the replacement or modification including the materials from which it will be constructed.
- ii. Deck lighting is permitted as long as the lighting:
 1. Is not affixed to any portion of the railing, deck/balcony, or Unit;
 2. Is white in color;
 3. Has low luminescence so as not to disturb surrounding Units; and
 4. Is maintained in good working order and condition at all times.
- iii. *See Section (I)(g)(iv) of “Maintenance Standards and Pre-Approved Modifications” regarding plants on decks or balconies.*

k. Security Devices

- i. Installation of security devices, cameras, alarms, motion lights, etc. on the exterior of the Unit requires prior approval. The Application shall include:
 1. A photo of the location where the device will be installed;
 2. A photo or picture of the proposed device; and
 3. A detailed description of the device.
- ii. Such devices may not impair the integrity of the building and must be uninstalled upon the sale of the Unit or once they are no longer in service. All Common Elements must be restored to original condition.

l. Satellite Dishes/Antennas

- i. Installation of satellite dishes or antennas does not require prior approval and shall adhere to the policies set forth in Resolution 2013-01 or any superseding resolution or law.
- ii. Satellite dishes and antennas must be removed upon the sale of the Unit or once they are no longer in use. All Common Elements must be restored to original condition.

m. Signs

- i. No prior approval is required for any real estate, security, or political campaign signs.
- ii. No signs shall be displayed in any manner which would obstruct or prevent landscaping crews from performing their duties.
- iii. All allowable signs must meet the following conditions:
 - 1. No sign may exceed six (6) square feet in area;
 - 2. Signs must be placed entirely within the limits of the yard servicing the Unit;
 - 3. Only one (1) real estate sign is permitted and must be removed within one (1) week following the sale or rental of the Unit;
 - 4. No more than two (2) security signs may be posted (one located on the front of the Unit and one located in the rear of the Unit), neither of which may exceed sixty-four (64) square inches;
 - 5. The only allowable political campaign signs are for federal, state, and local elections (as tracked on the official Virginia State Board of Elections website), not including primaries. No more than one political campaign sign may be placed in a Unit's Limited Common Element yard at any one time. No sign may be placed sooner than fourteen (14) days prior to the date of the election, and the sign must be removed within one (1) day following the election;
 - 6. Signs shall not obstruct traffic or sightlines;
 - 7. Signs must be well-constructed and of good quality materials, maintained at all times; and

8. Signs may not be affixed to any Common Element such as light posts, trees, or mailboxes.

n. Radon Mitigation Equipment

- i. Radon mitigation equipment affixed to any portion of the exterior of the Unit requires prior approval. Such equipment must:
 1. Be visually integrated with the architecture of the Unit;
 2. Should be compatible with the Unit in style, scale, materials, and color;
 3. Must be located so as to minimize the appearance and visibility from neighboring properties and the street.

o. Temporary Exterior Storage Units

- i. Portable storage units may be temporarily placed on the Common Element driveway only. Such units may not be placed anywhere else.
- ii. Management must receive advance notice of the use of the Unit, including the date the storage unit will be delivered and the date of anticipated removal.
- iii. A storage unit may be located at a Unit for no more than fourteen (14) days in a calendar year without prior approval from the Board;
- iv. All such storage units must be well maintained and in properly functioning condition.

p. All Other Exterior Modifications

- i. All exterior or structural modifications require Committee or Board approval, unless otherwise expressly indicated as approved without application in these Standards or a subsequent resolution passed by the Board.

MAINTENANCE STANDARDS AND PRE-APPROVED MODIFICATIONS

I. Maintenance Standards

a. Lawns and Yards

i. Lawn and Landscaping

1. All lawns and yards must be maintained free from all litter, trash, junk, or other debris. Lawns and yards may not be used for storage. No unsightly conditions shall be permitted on any lawn or yard.
2. Unit Owners are responsible for irrigating the lawn area and landscaping serving their Unit in such a manner as to maintain the lawn and landscaping in good health.

ii. Exterior Decorative Items

1. Any exterior decorative object must be maintained in a condition such that it does not constitute an eyesore and is consonant with the aesthetic of the community.

iii. Planters

1. Plants in planters must be kept in good health and appearance. Dead or dying plants must be removed immediately.
2. In order to prevent the growth and spread of mosquitos, Unit Owners shall not allow stagnant water to collect in or around planters.

b. Unit Exterior Appearance

- i. Each Unit Owner shall keep the Unit and its equipment, appliances, and appurtenances, including the windows and screens in good order, condition, and repair and in a clean and sanitary condition. Such responsibility shall be performed in such a manner as to not unreasonably disturb or interfere with the other Unit Owners.
- ii. Unit Owners shall maintain limited common element driveways, walkways, sidewalks, stoops, porches, doors, decks, and balconies serving the Unit clear of debris and in a clean and sanitary condition.
- iii. Unit Owners shall not hang, display, or expose any unapproved items such as laundry, clothing, rags, signs, awnings, canopies, shutters, or other items on the exterior of their Units or on the Common Elements.

- iv. Exhaust fans, window air conditioning units, or other similar items extending beyond the boundaries of the Unit are prohibited.
- c. Barbeque Grills and Firepits
- i. No gasoline or other explosive or flammable material may be kept in any Unit or storage area.
 - ii. No barbeque grill or other similar unvented cooking device, regardless of the type of fuel, may be used within a Unit.
 - iii. Electric grills are permitted but must be used and stored out of view of the street.
 - iv. All firepits are prohibited.
- d. Doorbells
- i. Doorbells must be maintained in good order and working condition at all times.
- e. Exterior Lighting
- i. Exterior lights must be maintained in clean and working order. Bulbs must be replaced in a timely manner.
- f. Doors
- i. All exterior doors must be maintained in clean and sanitary and working order.
- g. Decks/Balconies
- i. Decks and balconies shall be maintained in a clean and sanitary order. Nothing shall be done on a deck or balcony that accelerates deterioration of the deck or balcony material beyond normal wear and tear.
 - ii. The Unit Owner shall be responsible for the normal maintenance of the deck or balcony.
 - iii. Major repairs or replacement of the deck or balcony shall be performed by the Association, unless such repairs are necessitated by the Unit Owner,

their family members, tenants, guests or other invitees misuse, neglect or modification.

- iv. No items or objects shall be hung, displayed, or exposed on the deck or balcony, including railings, which includes laundry, clothing, rags, rugs, or signs.
- v. No items or objects, other than patio furniture and small plants or decorative items may be stored on balconies or decks.
- vi. Plants may be maintained on decks and balconies subject to the following conditions:
 - 1. Plants must be maintained in good health and appearance and may not consume the deck/balcony;
 - 2. Plants displayed on a deck or balcony must not alter the overall aesthetic appeal of the deck or balcony;
 - 3. Plants must be kept in such a manner as to prevent water from draining directly on the balcony or deck; and
 - 4. Plants must be kept in such a manner as to not take away from other Unit Owners' right to peaceful enjoyment of their Units.

h. Flags

- i. All flags and flagstaffs must be maintained in good condition at all times. Flags may not be frayed or dilapidated.

i. Trash and Refuse

- i. All trash must be contained in a sealed plastic bag prior to being placed inside an approved garbage receptacle. Trash bags may not be placed curbside.
- ii. Recyclables shall be properly contained.
- iii. Trash and recycling receptacles may not be placed curbside earlier than 5:00 pm the day before pickup and must be removed from the curb by sundown of the day of pickup. At all other times, receptacles must be stored in such a manner that they are not visible from the street.

- iv. It is the Unit Owner’s responsibility to adhere to all trash collection requirements for any bulk item he or she wishes to discard. All items requiring bulk pickup may not be placed curbside earlier than 5:00 pm the day before pickup.
 - v. Hazardous waste, including gasoline, household chemicals, and paint, shall not be placed curbside or in trash or recycling receptacles. Disposal of these items must be through the County hazardous waste program. Any hazardous waste found curbside or within a receptacle may result in a violation and/or fines from the Association. County personnel may also be notified.
 - vi. All items requiring special “bulk” collection must be promptly removed by the appropriate hauler. Bulk items may not be placed curbside prior to 5:00 PM the day before scheduled pick-up and must be removed from the curbside by sundown the day of pick-up.
 - vii. No trash, recycling, or waste of any kind may be placed left curbside or anywhere else within the community. Any items left curbside may result in a violation and/or fines from the Association.
 - viii. Illegal dumping within the community, including but not limited to washing/rinsing of paint items, will result in a violation from the Association and fines may be assessed. Clean-up costs will be assessed to responsible party.
- j. Radon Mitigation Equipment
- i. All radon mitigation equipment must be maintained in a clean and sanitary and working order.

Enforcement

- I. The Committee shall have the power to enforce these Standards through the issuance of cease and desist orders and imposition of reasonable fines.
 - a. Procedure
 - i. Before imposing a fine for (a) violation(s) of these Standards, the Committee shall send, via first class mail to the address provided to Management by the Unit Owner committing a violation, a cease and desist order notifying said Unit Owner of the violation(s). The cease and desist

order shall state that the Unit Owner has thirty (30) days to abate or dispute the violation in writing to the Committee, or a fine will be imposed.

- ii. The Committee shall render a decision on disputes within thirty (30) days of receipt of the dispute.
- iii. The aggrieved Unit Owner may appeal an adverse ruling by the Committee to the Board in writing within ten (10) days after the Committee renders its decision on the dispute.

b. Fines

- i. Fines shall not exceed fifty dollars (\$50.00) per violation or ten dollars (\$10) per day, not to exceed ninety (90) days, for violations of a continuing nature.

c. Modifications

- i. If, following exhaustion of the above procedure and the imposition of a fine, a modification violation continues, Management or the Board may correct the violation and charge the Unit Owner for the cost of such corrective action.
- ii. Such corrective action may not be taken in a manner that violates the Governing Documents.

- d. Exhaustion of the above procedures shall not be necessary where Management or the Board determines that immediate corrective action is necessary to protect the health or safety of any person or property.

- II. Where the Committee or Board are called to exercise judgment in enforcing these Standards such judgment shall be exercised in good faith.

This Resolution was duly adopted by the Board of Directors on this 10 day of September, 2020.

**THE AMBERLEA AT SOUTH
RIDING CONDOMINIUM UNIT
OWNERS ASSOCIATION**

By: Amanda Cune
President

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held September 10, 2020.

Motion by: Jay Lawing Seconded by: Catherine Lunsford

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Amanda Curran</u> President	<u>✓</u>	—	—	—
<u>Catherine Lunsford</u> Vice President	<u>✓</u>	—	—	—
<u>Daniel Vargas</u> Treasurer	<u>✓</u>	—	—	—
<u>Andrea Lupton</u> Secretary	—	—	—	<u>✓</u>
<u>Jay Lawing</u> Director	—	—	—	—

Resolution effective: September 10, 2020.

EXHIBIT A

Samples of Pre-Approved Door Hardware



All door hardware shall match in color. Replacement door hardware shall be similar in design and color to that of the existing door hardware. An Architectural Modification Request form shall be submitted to Management for all replacements, including those of pre-approved styles, for Association records.

EXHIBIT B

Samples of Pre-Approved Storm and Screen Doors



Storm and screen doors shall be of quality material and must be “full view” and without panels, etched glass, or other decorative features. They must be white in color with hardware that matches that of the existing door. An Architectural Modification Request form shall be submitted to Management for the installation of all doors, including those of pre-approved styles, for Association records.

EXHIBIT C

Samples of Pre-Approved Doorbells



Doorbells, other than smart doorbells, shall match in color to that of the existing door hardware. An Architectural Modification Request form shall be submitted to Management for all doorbell installations, including those of pre-approved styles, for Association records.

THE AMBERLEA AT SOUTH RIDING CONDOMINIUM
ARCHITECTURAL MODIFICATION REQUEST FORM

Send to: **Amberlea at South Riding Condominium**
c/o SFMC INC
9464 Innovation Drive, Manassas, VA 20110
amberlea@sfmcinc.com

Name of Owner: _____

Amberlea Address: _____

Lot: _____ Telephone (H): _____ (W): _____

Email address: _____

Proposed Improvement:

The following must be submitted with application:

- ✓ Site plan/plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties) and noting any changes that will be made to grade.
- ✓ Color samples, if applicable.
- ✓ Architectural plans/drawings or Manufacturer's brochure.
- ✓ Signatures of four (4) property owners who are most affected by your request because they are adjacent to or have a view of the property.

I hereby certify that I am the Owner of Record of the property listed above and have the authority to commit to design changes and otherwise represent the property. In addition, the information provided on this application is accurate to the best of my knowledge. I understand that I am responsible for obtaining any required county approvals relating to said improvements and I will comply with all applicable county ordinances. I acknowledge and agree that I will be solely liable for any claims, including without limitations, claims for property damage or personal injury, which result from the requested addition or modification. I understand that I will be responsible for any damage to adjoining property (including common area) associated with the improvement. I hereby indemnify the Association, its agents and employees from and against any and all such claims. Moreover, I accept responsibility for all maintenance, repair and upkeep of said addition or modification.

Signature of Owner

Date

THE AMBERLEA AT SOUTH RIDING CONDOMINIUM BOARD OF DIRECTORS DECISION

Approval by Amberlea Condo Board of Directors Does NOT Constitute Approval by the Master Association.

Request approved as submitted ρ

Request approved subject to conditions ρ
(See below)

Request disapproved ρ

Signature of Board of Director Member

Date

Acknowledgement by all adjacent property owners is needed. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____