

## House Rules

**Revised November 1996**

The Board of Directors has adopted certain rules pursuant to Article 4, Section 1(d), of the Declaration of Covenants and Article 8, Section 1(a), of the Bylaws of Churchill Square Association, Inc. The latter section provides as follows:

*The board of directors have [sic] power: (a) to adopt and publish rules and regulations governing the use of Common Area and facilities, and the personal conduct of the members and their guests thereof [sic]...*

### **SECTION I: GENERAL**

#### **1.0 Parking (Cars and Other Vehicles)**

1.1 Vehicles on blocks, vehicles partially or wholly dismantled, disabled vehicles, unlicensed vehicles, vehicles with expired licenses or tags, and abandoned vehicles shall be subject to towing immediately at the owner's expense. For the purpose of this section, an abandoned vehicle is one which has remained in the same parking space for thirty (30) consecutive days without being moved. The association may give notice of its intent to tow a vehicle under the provisions of this rule or may elect not to give such notice as it may deem appropriate. Boats, campers, trailers, commercial vehicles and large trucks are not permitted to park in the development and will be towed at the owner's expense.

1.2 Vehicles are not permitted on common grounds. Homeowners who use or authorize the use of vehicles on common grounds will be held responsible for damage caused by such vehicles.

1.3 Fire lanes are established and marked in yellow in accordance with the written requirements of the Fairfax County Fire Marshall's Office. Vehicles parked in the fire lanes are subject to immediate ticketing and towing by the Fairfax County Police or the Board of Directors at the owner's expense.

1.4 Each house is assigned one parking space, marked at the curb with the lot number. Home owners (or their agents) are responsible for having unauthorized vehicles towed from their specific assigned spaces. However, the Board does not waive its right to have any vehicle towed from the development which is in violation of any parking provision. The Board has contracted for towing services. For the use of the association members in good standing, towing of an unauthorized vehicle parked in an assigned space will be done at the vehicle owner's expense when a home owner (or their agent) uses the towing company selected by the Board. The Churchill Square Association and its Board of Directors are not responsible for:

- a) Approving the towing of an unauthorized vehicle parked in an assigned space.
- b) Any expenses associated with the towing of an unauthorized vehicle parked in an assigned space.

1.5 The Board is the only body with the authority to grant or alter parking space assignments. In order to ensure compliance and avoid confusion, the Board maintains a master map of all parking space utilization with the development. Any home owner attempting to change an assignment without the Board's approval will be assessed a fee for restoring the curb markings to the approved master map configuration.

2.0 Noise. Loud or obnoxious noises are not allowed. Residents are reminded that the county code restricts excessively loud noise that may disturb neighbors after 11 p.m. In consideration of your neighbors, if you give a party, remind your guests to leave quietly.

3.0 Pets. Pets are not allowed on front lawns and gardens of other home owners.

4.0 Signs. Temporary real estate signs advertising property for sale or rent are permitted on private property, provided they are not deemed obtrusive by the board. These signs must be removed as soon as the sales or rental agreement is executed. Real estate signs may be placed on common grounds property only on Saturdays and Sundays for open house events and must be removed by Monday. All other signs are prohibited on common grounds property at all times.

5.0 Speed Limits. Maximum speed limit within the development shall not exceed 15 mph. All cars shall proceed through the development within this speed limit.

6.0 Storage of Personal Property. Unsightly storing of personal property, including firewood, is prohibited outside fenced backyard areas. Bicycles, mopeds, motorcycles, wheelbarrows and similar items shall not be stored overnight outside fenced in property. Sidewalks and front yards areas shall be kept free from rubbish, toys, etc. which detract from the appearance of the community.

7.0 Trash. Garbage must be kept in the backyard in a container with lid. Trash cans or heavy bags are to be placed at the street curb no earlier than 5:00 p.m. on Thursday. County trash pick up is 6 a.m. Friday. Additionally, the County picks up newspapers and recyclables every week. Appropriate recyclable plastic, glass and metal should be placed in the blue recycle container and newspapers should be placed in a paper bag or tied with string and placed curbside with trash (for more information on recycling please refer to County guidelines or call 324-5052). When trash cans and recycle containers are used, they must be returned to the house prior to 6 a.m. Saturday. The County will also collect large trash items by appointment only (please call the County Solid Waste Office at 550-3481).

## **SECTION II: ARCHITECTURAL**

Article 7 of the Declaration of Covenants states that "*No building, fence wall or other structure be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made...*" prior to submittal and approval by the Board of Directors. When considering an exterior alteration or addition to your property, do not rely on the appearance of another house in the development. Also, Board approval does not replace or supersede the need for Fairfax County approval when required, nor does Fairfax County approval override the need for Board approval. All Board approvals are in writing and subject to inspection upon project completion. Any work found not to be as originally anticipated by the Board may require modification or removal at owner's expense in order to receive final Board approval.

In order to maintain harmony of external design and in order for homeowners to avoid the trouble of making a written submission in cases where the submission would violate a policy of the association, the Board has adopted the following rules reflecting many of the Board's settled architectural policies.

1.0 Air Conditioning Units. Air conditioning units extending from windows are prohibited.

2.0 Alterations, Additions, Modifications or Changes. Any erection of a structure and any exterior alteration, addition, modification, or change to an existing building or other structure must have the approval of the Board. Examples of such projects include decks, patios, terraces, greenhouses, screen-in porches, awnings, screen/storm doors, wrought iron security window rails/doors, fire places, skylights or solar collectors.

3.0 Satellite Dishes and Antennas. Satellite dishes of less than 1 meter (39") in diameter and TV antennas of 12 feet or less are permitted to be placed on homeowner's property. However, homeowners must obtain prior Board approval for the location of satellite dishes. The following locations for satellite dishes are provided in order of preference to the Association so as to minimize visibility from the front of the townhouses:

- a) Ground level in the backyard of the townhouse;
- b) On the back roof of the townhouse;
- c) On the back wall of the townhouse.

Homeowners wishing to install satellite dishes must determine (with the assistance of the company selling/leasing/renting the satellite dish) if the signal can be adequately received with the satellite dish installed in one of these locations. If the satellite dish mounted in one of the locations listed above cannot adequately receive the signal, then the homeowner should determine (with the assistance of the company selling/leasing/renting the satellite dish) and propose an alternate location which is least visible from the front of the townhouse.

The final proposed location for the satellite dish must be presented in person to a Board member for approval by the Board. The Board shall have no more than three calendar days to approve the location or propose an alternate location to the homeowner.

TV antennas must be placed above the gutter line on the back of the roof so as to minimize visibility from the front of the townhouse. TV antennas do not require prior board approval for installation.

4.0 Awnings. Awnings will not be allowed on the front of townhouses. All exterior sun-control devices must be approved by the board.

5.0 Clothes Lines. Clothes lines may only be below fence level in the backyard and must be and taken down when not in use.

6.0 Decorative Objects. Approval will be required for all introduced exterior decorative objects, including natural and man-made.

7.0 Exterior Lighting. Replacement fixtures shall be consistent with the Colonial design of the development and shall be either black or brass.

8.0 Mailboxes. Mailboxes must be black in color and maintained. New mailboxes must be compatible with the original design. Mail slots may be installed in front doors without Board review and approval.

9.0 Painting. Only areas that have existing paint on them may be painted. Brick, steps, fences and top of bay windows shall remain unpainted. Wrought iron handrails shall remain gloss black. Any change in paint color must be approved by the Board. Each house shall have an accent color and trim color. Front door and shutters shall be painted the darker accent color. Trim, gutters, bay window and panels below the double hung living room windows shall be painted the original light neutral color. [*See Exterior Paint Policy for further Details.*]

10.0 Roofing. Replacement roofing material must be of the same color, general material type and design in order to be compatible with the rest of the development. When partial re-roofing is performed, the new shingles must match the original material exactly.

11.0 Screen/Storm Doors. All new replacement storm/screen doors must be full view and painted to match the color of the entrance door or be black.

12.0 Windows. Replacement windows must match the design and size of the original windows in the house. They must be painted (or be of a color) to be harmonious with the accent color of the house and shall not alter the appearance of the house. Also, the glass must be clear.

### SECTION III: MAINTENANCE

Article 8 of the Declaration of Covenants permits the Board or Directors to enter individual parcels to repair and maintain individual lots and improvements if the lot or improvement in question is not maintained "*in a manner satisfactory to the Board of Directors.*" The Board of Directors has adopted the following rules in order to establish and publish objective minimum standards which the Board recognizes and as an aid to home owners. [*See Inspection Policy for further details.*]

1.0 Fences. Fences may not be painted but shall be preserved with a colorless preservative. Fences are prohibited in the front of houses. Back yard fences must be kept repaired or replaced in kind.

2.0 House Numbers. House numbers shall be maintained in accordance with the original design. On homes with stenciled house numbers, we encourage using 3" nail on brass numbers when the number sign is repainted.

3.0 Landscaping/Planting. Landscaping in general does not require the approval of the Board. Trees and shrubs which may damage foundations and/or sidewalks shall not be planted. Any planting on common grounds by private individuals must be approved by the Board. The growing of vegetables in the front yard of houses and outside fences is prohibited.

4.0 Snow Shoveling. All home owners are responsible for shoveling snow in front of their homes. Salt is prohibited as this is corrosive and damaging.

5.0 Yards. Yards must be weeded and neatly maintained. Back yards must be mowed, neatly maintained, and free of debris (trash, tires, scrap lumber, etc.).

CHURCHILL SQUARE HOMEOWNERS ASSOCIATION

REVISION OF HOUSE RULES 2/24/00

11.0 SCREEN/STORM DOORS

NOW THEREFORE, BE IT RESOLVED THAT the following screen/storm door guidelines for the Churchill Square Homeowners Association will be adopted and any previous guideline to the contrary is hereby amended to comply with this:

**All new replacement storm/screen doors must be full view or modified full view. Storm/screen doors must be painted to match the color of the entrance door, the trim or be black.**

*March 2000*