

CENTURY



OAK

**Century Oak Community Association
Community Handbook**

March 1990

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SECTION I

OBJECTIVES

The overall objective of this handbook is to outline the various regulations and guidelines established for use by both the members of the Covenants Committee and homeowners in maintaining and enhancing a carefully designed environment. These guidelines and standards address improvements for which homeowners will most often submit applications to the Covenants Committee. They are not intended to be all inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community.

The specific objectives of this booklet are:

- To provide uniform guidelines to be used by the Covenants Committee in reviewing applications in light of the goals set forth in the founding documents of your community and the actions of the Board of Directors.
- To assist homeowners in preparing an acceptable application to the Covenants Committee.
- To increase homeowner's awareness and understanding of the Declaration of Covenants, Conditions and Restrictions.
- To describe the organization and procedures involved with the architectural standards established by the Declaration of Covenants, Conditions & Restrictions.
- To illustrate basic design principles which will aid homeowners in developing exterior improvements that are in harmony with the community as a whole.

SECTION II

INTRODUCTION

All residents benefit from the planning and design that have been an important part of the development of your community.

The purpose of design controls is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the community's overall environment.

Declaration of Covenants, Conditions and Restrictions

The authority for maintaining the quality of design in the community is founded in the Declaration of Covenants, Conditions and Restrictions which are a part of the deed to every property. The covenants establish both the Century Oak Community Association and the Covenants Committee.

At the time you purchased your home, you should have received a copy of the Declaration of Covenants, Conditions and Restrictions in the homeowners document package. These covenants "run with the land", and are binding on all homeowners. As a result, these covenants should be fully understood by each homeowner.

SECTION III

COVENANTS REVIEW CRITERIA

The Covenants Committee evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. What may be an acceptable design of an exterior in one instance, may not be for another.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application and design.

- Validity of Concept

The basic idea must be sound and appropriate to its surroundings.

- Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

- Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cast unwanted shadows on an adjacent patio or property or infringe on a neighbor's privacy.

When a proposed alteration has possible impact on adjacent property, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the Covenants Committee. It may be appropriate in some cases to submit neighbor comments along with the application.

- Scale

The size of the proposed alteration should relate well to adjacent structures and its surroundings.

- Color

Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs, masonry and trim should be matching in color.

- Materials

Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house.

- Workmanship

Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.

- Timing

Projects are to be completed within six months, otherwise it could become a nuisance and safety hazard for neighbors and the community.

SECTION IV

MODIFICATIONS REQUIRING COVENANTS COMMITTEE APPROVAL

All exterior alterations require the approval of the Covenants Committee:

As stated in Article 5.03 of the Declaration of Covenants, Conditions and Restrictions, "Except for such structures as may be constructed by the Developer or structures constructed by a Participating Builder which have first been approved by the Developer, no Structure of any kind whatsoever shall be commenced, erected, placed, moved onto or permitted on any Lot, nor shall any existing Structure upon any Lot be removed or altered in any way which materially changes the exterior appearance thereof (including change of exterior color) until plans and specifications therefor shall have been submitted to and approved in writing by the Covenants Committee. Such plans and specifications shall be in such form and shall contain such information as the Covenants Committee may reasonably require, but shall in all cases include:

(a) a site plan showing the location of all proposed and existing Structures on the Lot and all existing Structures on adjoining Lots,

(b) Exterior elevations for the proposed Structures,

(c) Specifications of materials, color scheme and other details affecting the exterior appearance of the proposed buildings, and

(d) Description of the plans or provisions for landscaping or grading."

This paragraph explicitly states that any change, permanent or temporary, to the exterior appearance of one's property must be approved by the Covenants Committee. Further, once a plan is approved it must be followed or a revised plan must be approved by the Covenants Committee.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct a deck or fence identical to one already approved by the Covenants Committee is still required to submit an application. The one exception involves structures such as decks which are offered as builder options and are shown on original site plans. These builder-provided structures, if built to exact option specifications, have already been approved by the Covenants Committee and therefore do not require an application.

SECTION V

FORMAT FOR COVENANTS COMMITTEE APPROVAL SUBMISSIONS

A sample form for use in applying for approval is attached at Exhibit "A". Generally, the following items should be a part of every application.

- A Site Plan. A site plan is most easily prepared by submitting a copy of the property plat. Proposed changes should be indicated including dimensions and distances from adjacent property and houses.
- Material and Color. Description of the materials and colors to be used and an indication of the existing colors and materials should be provided. Where materials and/or colors are compatible but different from those of the existing structures, samples of color chips should be submitted for clarity.
- Drawings and Photographs. A graphic description should be provided, and may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. Relationships of major architectural features such as existing and proposed roof lines, window sizes and alignment, building heights, roof slopes, exterior elevations for proposed structure, and if appropriate, plans or provisions for landscaping or grading, etc., should be shown as they affect the applicant's house, and in the case of attached houses, as they relate to adjacent houses. In any case, the sketch or photograph should be accompanied by a written description.

Review Procedures

All applications are to be submitted to the Covenants Committee, whether for permanent or temporary modifications. The application will be reviewed for completeness. If the application is complete the review process may begin. If not, the application will be returned to the homeowner for additional information. The Covenants Committee must review each application within forty-five (45) days of submission. The decision of the Covenants Committee will be sent by letter to the applicant's address. In the event that the Covenants Committee fails to act upon any application submitted to it within forty-five (45) days after submission, the application shall be deemed to have been approved as submitted.

All approvals and other actions by the Covenants Committee shall be in writing.

Appeal of a Covenants Committee Decision

An appeal may be made if it appears that the following situations occurred:

- Proper procedures were not followed during the administration and review process.
- The Covenants Committee decision was arbitrary and had no rational basis.

To initiate the appeals procedure, the applicant must submit a written appeal within ten (10) days of receiving the Covenants Committee decision. The appeal will be referred to the Board of Directors for review.

SECTION VI

ENFORCEMENT PROCEDURES

The following procedures will be taken by the Covenants Committee to enforce the rules and regulations as set forth in these guidelines:

- All owners and residents of Century Oak shall comply with all of the provisions of the Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, the By-Laws and all Rules and Regulations. Failure to comply with the aforementioned documents shall be grounds for an action to recover damages or for injunctive relief, for suspension of voting rights and use of recreational facilities, for foreclosure of liens or any other legal or equitable relief deemed appropriate.
- In the event any rule or regulation of the Century Oak Community Association is violated, the owner shall be notified of the violation by certified mail, return receipt requested. Notice shall be sent to the address shown on the books of the Management Agent.
- If the owner is a non-resident, a copy of the violation notice shall also be sent to the tenant, at the unit address, by first class mail.
- In any instance where the violation presents a health or safety hazard, the Management Agent may take immediate action, at the owner's expense, to correct the violation. Notification to the owner of the action taken and the costs incurred will be made by certified mail, return receipt requested.
- The owner shall have the right to appeal any violation citation. The request for appeal must be submitted in writing, and received in the offices of the Management Agent within ten (10) days of receipt of the violation notice.
- In the event the owner does not bring the violation into compliance within ten (10) days, or submit an appeal within ten (10) days of the date receipt of the violation notice, the Association may proceed with enforcement procedures as provided by the Declaration of Covenants, Conditions & Restrictions.

Please note that failure of the Covenants Committee to enforce any provision, covenant, restriction, or rule and regulation shall in no event be deemed a waiver of the right to do so thereafter.

Right of Entry

As stated in Article 5.08 of the Declaration of Covenants, Conditions and Restrictions, "The Association and the Covenants Committee through their authorized officers, employees and agents shall have the right to enter upon any Lot at all reasonable times for the purpose of ascertaining whether such Lot or the construction, erection, placement, remodeling or alteration of any Structure thereon is in conformance with the provisions of this Article and Article VI without the Association or the Covenants Committee or such officer, employee or agent being deemed to have committed a trespass or wrongful act solely by reason of such action or actions."

SECTION VII

GUIDELINES

The guidelines which follow address a broad range of exterior alterations for which homeowners frequently submit an application to the Covenants Committee. As it would be impossible to address each specific design condition, these guidelines present the principle factors which should be considered when developing a design. More specifically, these guidelines define the limits to size, quality of construction, location, materials and color based on the intended use and relationship to adjoining properties rather than focusing on a particular construction detail or a specific design alternative. As stated earlier, all projects are to be completed within six months.

The individual merits of each application will always be considered by the Covenants Committee. The use of these guidelines should assist the homeowner in gaining timely Covenants Committee approval. The applicant who follows the guidelines should expect approval or rationale as to why the application was not approved.

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to, construction of driveways, garages, porches, greenhouses, rooms, fireplaces, chimneys, other additions to a home, etc.

More specifically, the design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses. The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties. Pitched roofs must match the slope of the roof on the applicant's house. New windows and doors should match the type used in the applicant's house and should be located in manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be identified on the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials must be stored so that the impact on neighboring properties is minimized. Excess material should be immediately removed after completion of construction.

Amendments to the Covenants Committee Guidelines

The Covenants Committee will conduct an annual evaluation to determine if amendments to the guidelines are warranted. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines. Any proposed amendments must be approved by the Board of Directors.

Special Note...County Approvals

Many items require county review and permits. It is the homeowner's responsibility to obtain all county approvals and permits as may be required by the County Fairfax County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. COUNTY APPROVAL DOES NOT PRECLUDE THE NEED FOR COVENANTS COMMITTEE APPROVAL AND VISE VERSA. See Exhibit B for a partial listing of what modifications may require permits.

"Miss Utility" should be contacted prior to any digging for construction of decks, fences, etc.

1. FENCES.

In some instances, specific fence styles may be pre-determined by the Developer. Such designated fence styles are identified on the Developer's Fence Location Plan and it is understood that this plan is subject to revision at the discretion of the Developer.

Fence Styles. Fence styles designated for use in Sections 1, 2, 2A, 5, 5A and 9 are shown in Exhibit C. Options are described as follows:

Six-Foot Privacy Fence Styles:

- (1) Standard Solid Board Fence per Exhibit C, Sketch #1.
- (2) Standard Solid Board Fence with two-foot diagonal lattice topper per Exhibit C, Sketch #2.

Four-Foot Fence Styles:

- (1) Standard Solid Board Fence per Exhibit C, Sketch #3.

In addition to these fence styles, an English Lattice style fence (Exhibit C, Sketch #4 and Sketch #5) may be permitted in certain controlled instances and will in all cases be permitted only along rear property lines. This fence style

will not be permitted on lots for which rear property lines abut streets, adjoin front or side yards of neighboring lots or in other instances which may be designated.

Unit owners may use a combination of the various fence styles and applications should clearly outline the proposed locations and styles.

Materials: See specifications as provided in all Exhibit C Sketches. All fences shall be stained with Olympic solid body stain, Beechwood color.

Fence Locations: Rear yard fencing may not be installed forward of the rear plane of the house except as designated by the Developer's Fence Location Plan. Side and front yard fencing will not be permitted. Some fence locations may be predetermined by the Developer based upon final unit sitings in relationship to other units, streets, etc. These locations are identified on the Developer's Fence Location Plan and it is understood that this plan is subject to revision at the discretion of the Developer. In some circumstances, the Developer may grant at its sole discretion exceptions to fence location requirements. Additionally, in certain instances, fence locations may require adjustments in order to preserve various existing natural save and buffer areas.

Fence Installation on Slopes: Fencing on sloped ground shall be installed in such a way that the bottom line of fence will following the slope of the ground, resulting in a staggering of the top fence line (see Exhibit D).

Gate Styles: Gates shall be constructed in accordance with material requirements established for fences. Hardware shall be galvanized, coated black.

2. STORAGE SHEDS. Storage sheds are expressly prohibited.
3. PATIOS AND DECKS. Patios and decks will be restricted to rear yards. When patio or deck schemes include other exterior changes, such as fencing, lights, plantings, trellis work, etc., other appropriate sections of these guidelines should be consulted prior to application.

Decks - All decks will be constructed using 6" x 6" support posts/piers. Railing styles should be compatible with the overall deck design. Applications must include a site plan showing size of deck, location as it relates to applicant's house as well as adjacent houses and property lines, description of materials to be used, and details of railings, posts, stairs, steps, benches, etc. as required to clearly describe proposal. Please include the height of deck off the

ground. Specific designs and/or restrictions may be adopted as deemed necessary by the developer.

Decking, band boards, pickets and railings may be left in unfinished condition or painted and/or stained. Any use of paint and/or stain will require prior approval of the Covenants Committee and applications for approval of decks must include paint/stain specifications accordingly.

Patios - Rear yard, ground level patios need not have Covenants Committee approval if contained within the fence line.

4. TRELLISES AND PRIVACY SCREENING. The use of trellises and privacy screening will be reviewed on a case-by-case basis and should be incorporated into the overall design of the deck or patio.
5. STORM AND SCREEN DOORS/WINDOWS. Storm and screen doors will not be permitted. Storm windows must be framed in white or painted to match house trim.
6. RECREATION AND PLAY EQUIPMENT. Recreation and play equipment will be of wooden construction, restricted to rear yard locations and screened from view by a six-foot fence.
7. ANTENNAS. Exterior antennas and satellite dishes are prohibited.
8. DOG HOUSES. Dog houses will not be permitted.
9. EXTERIOR DECORATIVE OBJECTS. Exterior decorative objects such as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, and free-standing poles of all types are prohibited.
10. EXTERIOR PAINTING. Color changes apply to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color should relate to the colors of the houses in the immediate area. Change of exterior colors should be in conformance with established neighborhood guidelines or selected from one of the existing neighborhood colors. Approval to repaint or restain a specific object to match its original color is not necessary.
11. FLAGPOLES. Homeowners wishing to install temporary flagpole staffs which do not exceed six feet (6') in length and are attached at an incline to the front wall or pillar of the house need not have an application.

12. BARBECUE GRILLS. Permanent barbecue grills should be placed in the rear of the house and as far as practical from the adjacent property lines. Any use of a portable grill must be at least 15 feet from the building.
13. COMPOST PILES. Compost piles are prohibited.
14. HOT TUBS. Plans for hot tubs must be submitted to the Covenants Committee. It is the homeowners responsibility to secure proper building permits and to ensure that plans conform with County guidelines.
15. EXTERIOR UNIT AIR CONDITIONERS. Air conditioning units installed in windows are prohibited. Exterior ground units may be added to or relocated only when they do not interfere visually with neighbors. Exterior ground units shall be oriented so as not to discharge hot air onto neighbors' property.
16. CLOTHESLINES. Clotheslines are prohibited.
17. GUTTERS AND DOWNSPOUTS. Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties.
18. ATTIC VENTILATORS. Attic ventilators or other mechanical devices requiring penetration of the roof should be as small in size as functionally possible and should match the roof or be mill finish. They should be located on the back side of the roof to the extent possible and not extend above the ridge line.
19. TRASH CONTAINERS. Trash containers shall be provided for each lot by the trash removal contractor. Containers shall not be placed for pickup prior to 7:00 p.m. on the evening prior to pick-up. At all other times trash containers are to be kept in garages or rear yards, and as inconspicuous as possible.
20. FIREWOOD. Firewood shall be kept neatly stacked, located in rear yard of residence, and must be kept within your lot. Under no circumstances is firewood to be stacked in any common area.

Storage of wood piles larger than two cords requires Covenants Committee approval. Piles longer than 6' should be 2 rows deep minimum. Piles must not exceed 4' in height for safety. Firewood piles must contain firewood only, no storage of debris.

Location should be in such a manner as to minimize visual impact. In certain cases, screening may be required.

21. REAL ESTATE SALES SIGNS. One real estate sales sign will be permitted per lot. Such signs shall not exceed a size of two square feet and shall be removed from the property immediately upon sale.
22. SOLAR PANELS. Solar panels are not permitted.
23. LANDSCAPING AND VEGETABLE GARDENS. Care should be exercised in the planting and maintenance of trees and shrubs on your lot to prevent obstruction of sight lines required for vehicular traffic. It is the responsibility of the homeowner to ensure that his lot is mowed and all gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth as well as replacement of mulch.

Consideration should also be given to type of trees to be planted, specifically with regard to size of mature trees, and how the roots will affect water lines and underground cables, etc. If such plantings result in complaints by neighbors, the Covenants Committee will consider appropriate measures to resolve the problem.

Front, side and rear yard planting plans should conform to and augment the community streetscape plan.

Applications, when required, should include a description of the types and sizes of plant material to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

An application IS NOT REQUIRED for:

--foundation planting which meet the following conditions:

- (a) It is located in rear of the house.
- (b) Size does not exceed 10 feet by 10 feet
- (c) It does not damage property below it through the flow of water onto lower property.

An application IS REQUIRED for:

--hedges more than 2' in height or 8' in length, or other features which in effect become structures, fences or screens and a part of other applications where required.

--railroad ties, garden timbers, brick, stone, and the like which form a wall over 8" high or 8' long. Include a site plan with the location of walls drawn in, and information on landscaping plans and any grading changes.

--rock gardens in the event rocks or collections of rocks exceed 24 inches in any direction. All rocks shall be left their natural color.

An application MUST BE SUBMITTED for gardens which do not meet the above requirements. Vegetable gardens will not be allowed.

24. TREE PRESERVATION. The preservation of existing trees is encouraged. As provided in Article 6.11 of the Declaration of Covenants, Conditions & Restrictions, "no tree of a diameter of more than four inches, measured two feet above the ground level, lying within the approved building area, shall be removed without the express written authorization of the Covenants Committee."
25. EXTERIOR LIGHTING. Lighting installations shall employ incandescent lamps with wattage not exceeding 100 watts. Lamps over 60 watts shall be directed or shielded as to not be visible from adjoining properties or streets. Intruder-activated lighting exceeding these specifications is permissible. Floodlighting of buildings and/or trees is prohibited.
26. IN-HOME BUSINESS. Fairfax County regulates in-home businesses. In addition to County control the Association is concerned about the impact of in-home business on the residential character of the neighborhood and on adjacent neighbors. Therefore, customer-oriented businesses are not allowed. For non-customer-oriented businesses, the following special requirements must be met:
 - Permit obtained from Fairfax County
 - Copy of Permit on file with the Association's office.
 - No sign or other advertising device of any nature shall be placed upon any lot.
 - No exterior storage of business-related materials will be allowed.
 - No commercial vehicles are allowed.

Although the Association does not expressly prohibit in-home daycare services, the above requirements must be met. Care should be taken so that this service does not cause an annoyance to neighbors or interfere with the rights of other homeowners relating to the "quiet enjoyment" of their property.

27. WALKWAYS & LEADWALKS. Any installation or relocation of walkways must be approved by the Covenants Committee. Applications for such modifications should include location and specifications regarding material to be used. Varying colors and patterns will be permitted and should be coordinated with house color and treatments. Concrete walkways and leadwalks will not be permitted. Suggested materials include brick, flagstone, bomanite, etc. Unit owners are encouraged to select locations that extend to the front property line sidewalk. To the extent that practical engineering considerations do not allow for connection to the front sidewalk, walkways and leadwalks may be installed as to connect to the driveway.
28. DRIVEWAYS. All driveways shall be asphalt.
29. SKYLIGHTS. All skylights will be restricted to locations on the rear of the units. Trim and materials should match and/or compliment unit features.
30. MAILBOXES. Mailboxes shall be as provided by the Developer. No labeling or ornamentation will be permitted. Newspaper delivery boxes will not be permitted.

SECTION VIII

GENERAL MAINTENANCE GUIDELINES

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

1. EXTERIOR APPEARANCE. Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, play equipment, etc.
2. MOWING. Turf areas are to be mowed at regular intervals, maintaining a maximum height of 6 inches and a minimum height of 2 inches. Changes to this requirement may be made according to specified plans.
3. LANDSCAPE MAINTENANCE. Trees should be watered weekly during drought or periods of light rain. Diseased limbs and disfiguring vines should be removed. Regrading will not be permitted within the drip line of trees.
4. MULCHED AREAS. Mulched areas such as tree bases and plant beds must be kept weed-free and be re-mulched as necessary.
5. LAWN AND GARDEN FERTILIZATION. All soil should be tested before fertilizer is added especially in areas where drainage will flow into ponds. Special care should be taken not to over-fertilize or to fertilize lawns and gardens where there is the least chance of runoff. In areas adjacent to the pond, fertilize in a manner to avoid runoff.
6. TRASH REMOVAL. Each resident is responsible for picking up litter on his property and preventing windblown debris from originating on his land.

At no time are the Association common areas to be considered a dumping ground for inorganic debris. Organic debris such as leaves, grass clippings and branches are not to be dumped in common areas.

Removal of trash and debris from all Association areas accumulating from resident usage will be completed as necessary. Remember that the removal of trash costs the Association dollars, and voluntary resident and Neighborhood cleanup, in addition to controlling litter at the source, saves everyone money.

7. EROSION CONTROL. Each resident is responsible for seeing that their lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems.

8. PESTICIDES AND HERBICIDES. Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important. Avoid use of pesticides and herbicides if at all possible, but when necessary use with caution and follow instructions. Unit owners are not to apply pesticides and/or herbicides to common areas.

SECTION IX

PET CONTROL

As stated in Article 6.08 of the Declaration of Covenants, Conditions & Restrictions, "No livestock, poultry or other animals shall be kept on any Lot or for breeding purpose, and in no event shall any stable, hatch, barn, coop or other housing or shelter for animals or for the storage of materials be placed or maintained upon any lot, except as approved in writing by the Covenants Committee. Notwithstanding anything to the contrary herein contained, except to the extent prohibited or restricted by the Owner of any Lot for such Lot, dogs, cats and other household pets may be kept on the Property provided that the total; of such household pets is subject to the rules and regulations established by the Board of Directors and further provided that said pets are not raised or bred for any commercial purposes."

Specific rules and regulations governing pets have been adopted:

1. The Declaration of Covenants, Conditions & Restrictions has extended permission to both the County Director of Animal Control and the Fairfax County Animal Wardens to enforce all applicable portions of the Fairfax County Code in regard to all animals and pets within the common areas.
2. Owners and all other persons who are owners and/or custodians of pets shall not allow such pet to run at large in Century Oak. A dog or cat shall be deemed to run at large while roaming, running or self-hunting or when not restrained by a dependable leash and controlled by a responsible person as defined by the Fairfax County Code.
3. All pets must have appropriate shots, licenses and tags, as required by Fairfax County Code.
4. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited. Cat litter shall be disposed of in a tightly sealed plastic bag and placed at curbside on normal trash collection days.
5. Residents or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the Community. Actions which may constitute a nuisance include, but are not limited to: barking, crying, scratching or being hygienically offensive.
6. Pets shall not be chained or leashed on any common area.
7. Pet owners shall incur any and all costs for repairing damage to common areas caused by their pet(s).

8. Residents should report any violations of the above items to Fairfax County Animal Control (830-3310), and violation of Item 4 to the Fairfax County Health Department (451-7783).
9. Any other violations should be reported, in writing, to the Management Agent with specific information as to name and address of violator, time and date, and description of pet.

- g. Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or storage of any combustible, dangerous or other wise hazardous material on common areas (regardless of the type of container).
- h. Resident and non-resident owners may not use the parking lots for the storage of any vehicle, including but not limited to motorcycles, boats, trailers, campers, etc.
- i. Any unlicensed person is prohibited from operating any motor vehicle on common areas or private streets.
- j. All persons operating motor vehicles upon common areas shall conform to all traffic control signs posted on the premises, and in accordance with the provisions of the traffic ordinances of the County of Fairfax and the State of Virginia.
- k. Operation of any motor vehicle in violation of the 1950 Code of Virginia, as amended, is prohibited. Consent is hereby given by the Board of Directors to all appropriate law enforcement officers who are hereby empowered to enforce all motor vehicle laws in the streets and common areas of Century Oak.
- l. Vehicles parked on property must display current State of Virginia license plates, inspection sticker, and a current Fairfax County registration sticker. This does not apply to Military personnel, who are exempt from these requirements if they display current home State license plates. Violations of this rule shall result in the posting of Notice on the vehicle directing removal of the vehicle or correction of the violation within (5) days. All actions shall be coordinated with the Fairfax County Police Department in accordance with the applicable requirements of the Code of Virginia as amended.
- m. All vehicles parked on common areas or private streets must be maintained in an acceptable state of repair to meet the following conditions:
 - (1) Powered vehicles must be maintained in an operative condition.
 - (2) Tires supporting vehicles on common areas must be inflated at all times to within 10 PSI of the manufacturer's recommended pressure so that they can be moved in the event of an emergency.

- n. The Board of Directors shall be empowered to have vehicles which are in violation and any vehicles as defined in the Code of Virginia, as amended, removed from the common areas or private streets, at the owner's risk and expense, provided proper notification has been given to the owner.
 - o. Storage of motorcycles will be restricted to garages. Motorcycles may not remain parked on the streets or in driveways.
2. COMMERCIAL AND RECREATIONAL VEHICLES. As stated in Article 6.07 of the Declaration of Covenants, Conditions and Restrictions, the following policy has been established regarding the parking of commercial and recreational vehicles at Century Oak:

"No commercial truck, commercial bus or other commercial vehicle of any kind, boat, trailer, camper or motor home shall be parked in any visible location of the Property without the prior written approval of the Covenants Committee".

CENTURY OAK COMMUNITY ASSOCIATION

Application for Approval of Proposed Exterior Modification

MAIL TO:

Century Oak Community Association
c/o Edward R. Carr & Associates
5285 Shawnee Road, Suite 200
Alexandria, Virginia 22312

LOT #: _____

UNIT OWNER: _____

DAY PHONE: _____

EVENING PHONE: _____

UNIT ADDRESS: _____

MAILING ADDRESS (If Different): _____

DESCRIPTION OF MODIFICATION (Please include a diagram of modification, sketch or picture as appropriate. If more space is needed, please use a separate sheet. Consult Community Handbook for guidelines relating to what information is required for review of this application.):

Four horizontal lines for describing the modification.

I acknowledge and agree that I will be solely liable for any claims, including without limitation claims for property damage or personal injury, which result from the requested modification. I hereby indemnify the Association from and against any and all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested modification and further acknowledge that I am responsible for all maintenance, repair and upkeep of said modification.

Signature of Unit Owner _____

Date _____

Action by Covenants Committee

- () Approved as submitted.
() Approved subject to conditions as follows: _____

- () Disapproved for reasons as follows: _____

Copy returned to Unit Owner on _____ (Date)

Signature _____

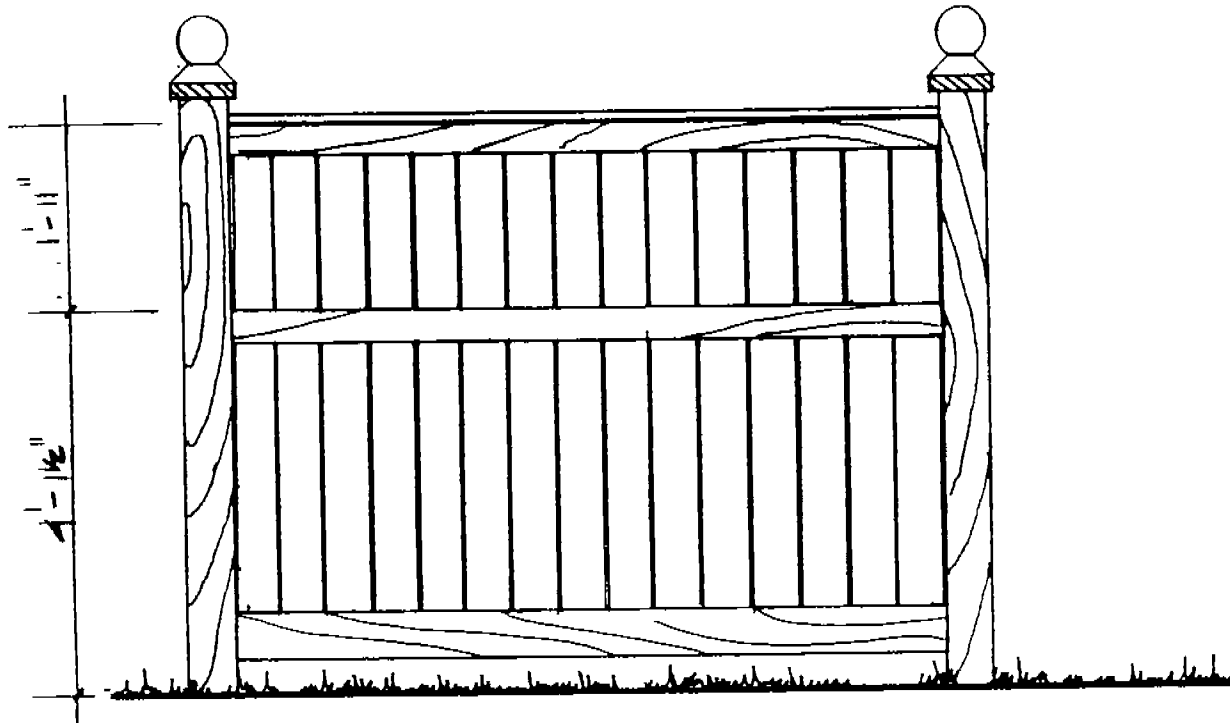
EXHIBIT B

WHEN DO I NEED A PERMIT?

	<u>PERMIT</u>	<u>PLANS</u>
- Install exterior siding	B	
- Replace roof	B	
- Put up partitions or finish a room	B	
- Install prefabricated fireplace	M	M
- Build above grade patio	B	B
- Build patio covers	B	B
- Build or replace porch or deck	B	B
- Install attic pull-down stairs	B	B
- Install new sink	P	
- Install sump pump	E, P	
- Replace wiring	E	
- Relocate switches	E	
- Relocate outlets	E	
- Replace light fixture or increase wattage	E	
- Repair air conditioning or heat pump (Compressor replacement)	E, M	

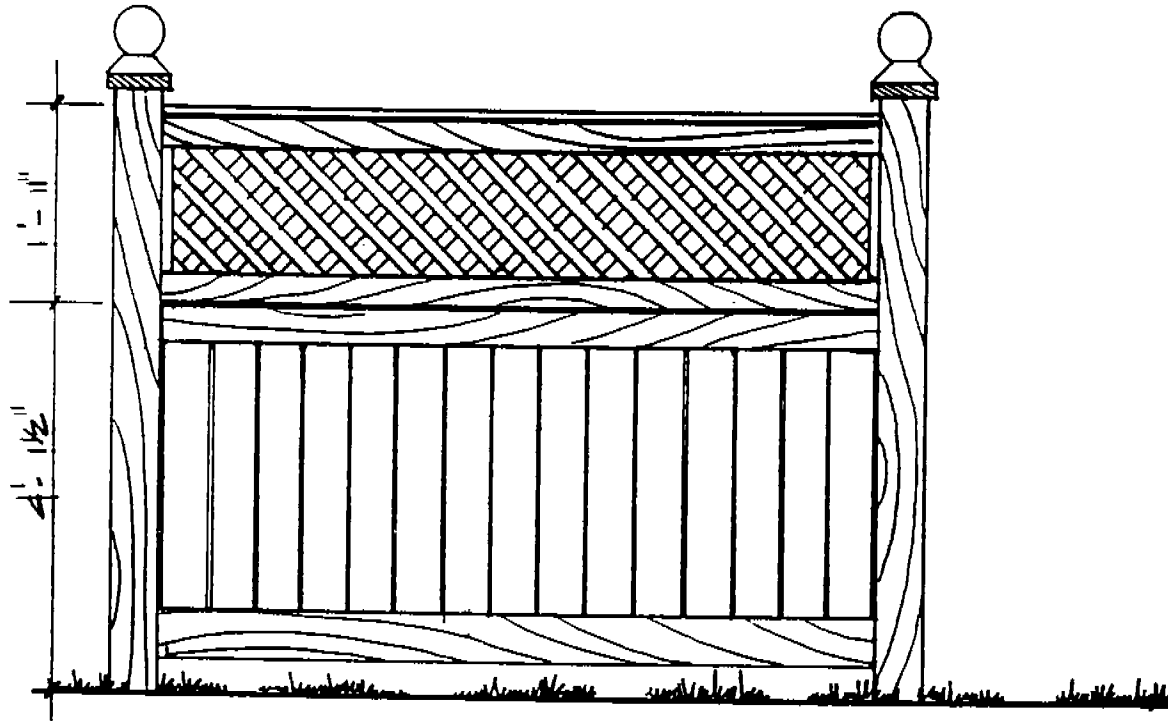
B - Building E - Electrical M - Mechanical P - Plumbing

This is only a partial listing of improvements and repairs that require a permit from Fairfax County. In some instances, plans must be submitted to obtain a permit. Questions about what improvements require a permit and information on how to obtain one can be directed to the County Building and Development Center, 352-0762.



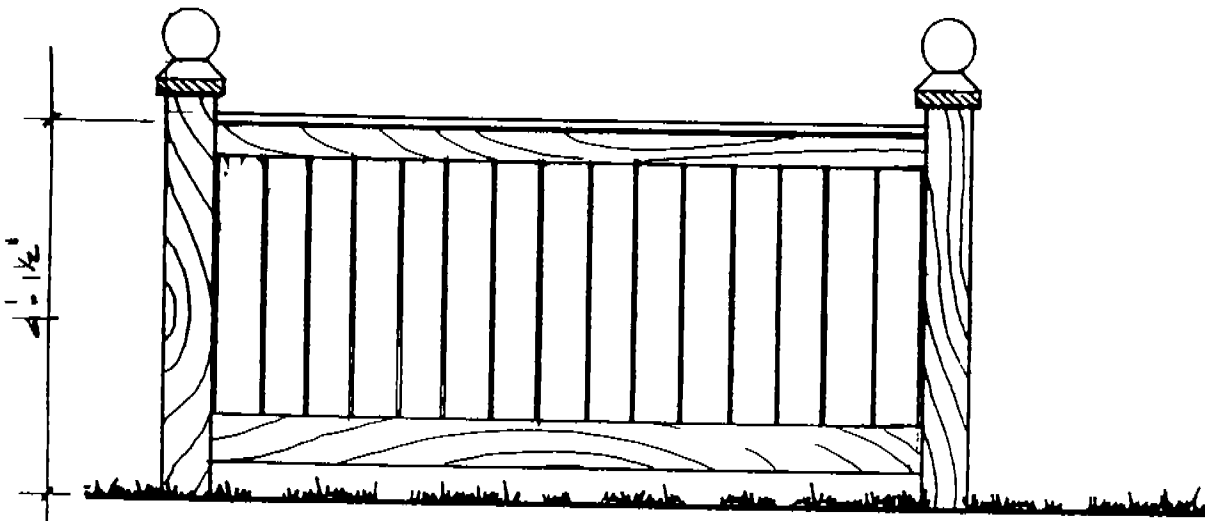
6' STANDARD SOLID BOARD FENCE

- Posts: 6 x 6 posts installed 8' o.c.
- Post Caps: Victorian
- Top Rails: 5/4 x 4 each side
- Cap Rail: 5/4 x 4 shaped
- Vertical Boards: 1 x 6
- Middle Rails: 5/4 x 4 each side
- Bottom Rails: 5/4 x 6 each side
- Gate: To match fence style/construction as outlined above; hardware galvanized, coated black
- Materials: Pressure-treated wood or cedar
- Stain: Prime wood with a latex prime coat prior to application of solid color latex stain, "Beachwood".



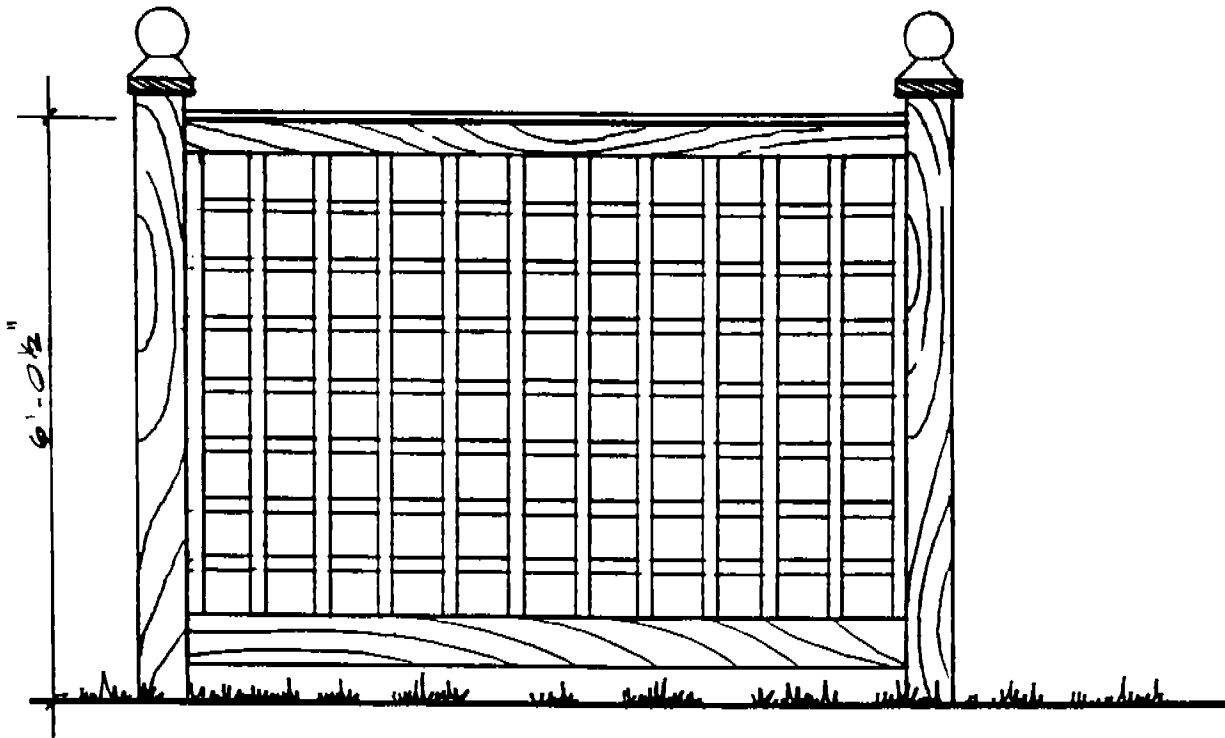
6' STANDARD SOLID BOARD FENCE WITH DIAGONAL LATTICE TOPPER

- Posts: 6 x 6 posts installed 8' o.c.
- Post Caps: Victorian
- Top Rails: 5/4 x 4 each side
- Cap Rail: 5/4 x 4 shaped
- Vertical Boards: 1 x 6
- Lattice: Diagonal 2 x lattice at 4" o.c. with 3/4 x 3/4 end casing
- Middle Rails: 2 5/4 x 4 one side. Routed 5/4 x 8 other side
- Bottom Rails: 5/4 x 6 each side
- Gate: To match fence style/construction as outlined above; hardware galvanized, coated black
- Materials: Pressure-treated wood or cedar
- Stain: Prime wood with a latex primecoat prior to application of solid color latex stain, "Beachwood".



4' STANDARD SOLID BOARD FENCE

- Posts: 6 x 6 posts installed 8' o.c.
- Post Caps: Victorian
- Top Rails: 5/4 x 4 each side
- Cap Rail: 5/4 x 4 shaped
- Vertical Boards: 1 x 6
- Bottom Rails: 5/4 x 6 each side
- Gate: To match fence style/construction as outlined above; hardware galvanized, coated black
- Materials: Pressure-treated wood or cedar
- Stain: Prime wood with a latex primecoat prior to application of solid color latex stain, "Beachwood".



6'- 0 1/2" ENGLISH LATTICE STYLE FENCE (OPTIONAL)

Posts: 6 x 6 posts installed 8'- 2 1/2" o.c.

Post Caps: Victorian

Top Rails: 5/4 x 4 each side

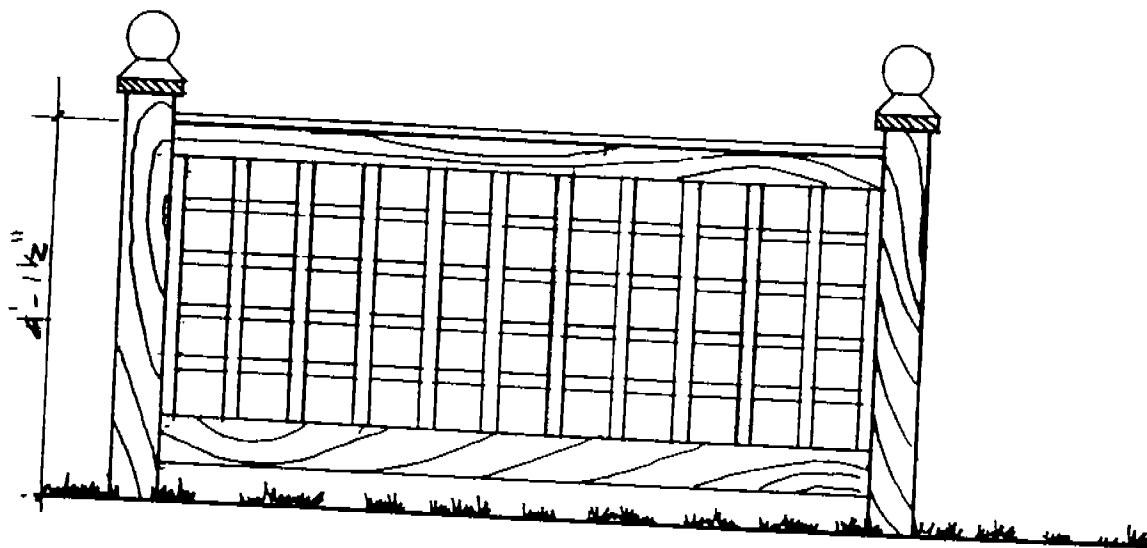
Cap Rail: 5/4 x 4 shaped

Lattice: 2 x 2 lattice 7 5/8" o.c.

Bottom Rails: 5/4 x 6 each side

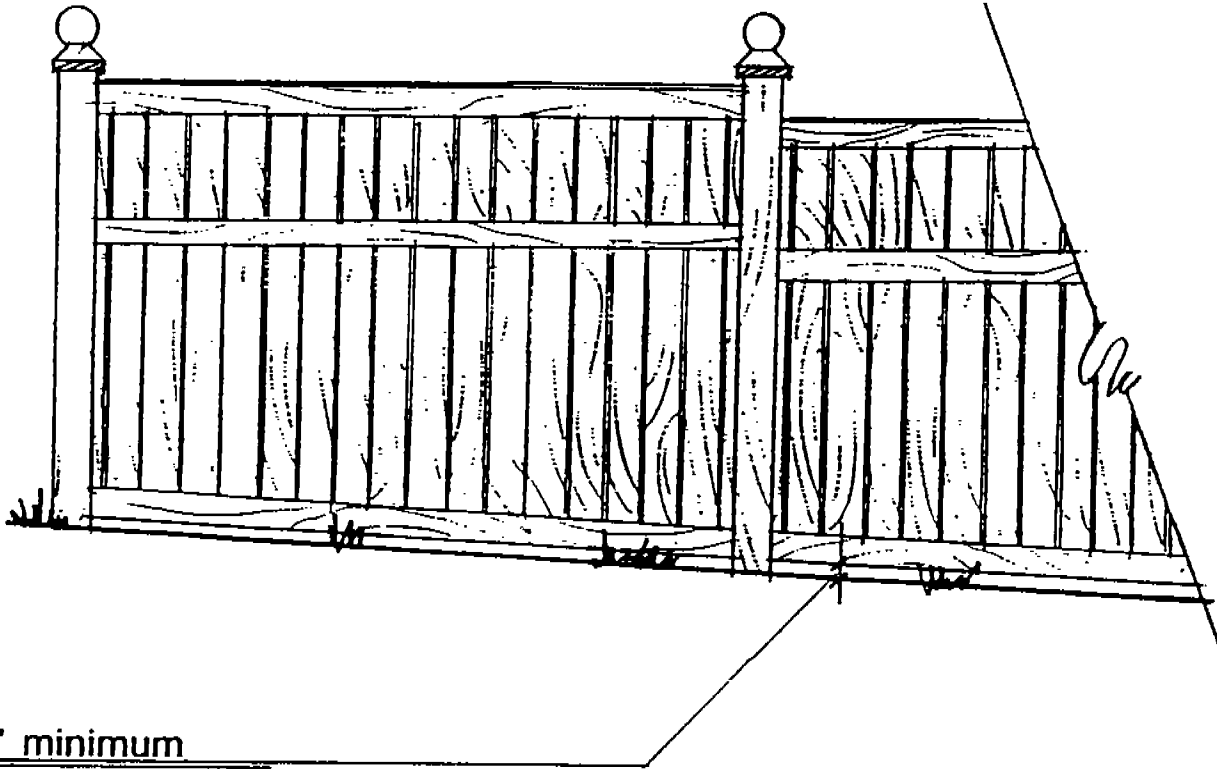
Materials: Pressure-treated wood or cedar

Stain: Prime wood with a latex primecoat prior to application of solid color latex stain, "Beachwood".



4'- 1 1/2" ENGLISH LATTICE STYLE FENCE (OPTIONAL)

- Posts: 6 x 6 posts 8'- 2 1/2" o.c.
- Post Caps: Victorian
- Top Rails: 5/4 x 4 each side
- Cap Rail: 5/4 x 4 shaped
- Lattice: 2 x 2 lattice 7 5/8" o.c.
- Bottom Rails: 5/4 x 6 each side
- Materials: Pressure-treated wood or cedar
- Stain: Prime wood with a latex prime coat prior to application of solid color latex stain, "Beachwood".



4" minimum

FENCE ON SLOPING GROUND

Slope bottom of fence to follow sloping grade