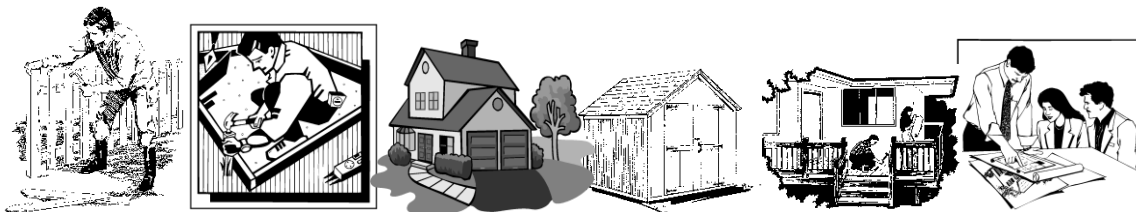


ARCHITECTURAL CONTROL GUIDELINES

November 2023



!!! NOTICE !!!

Notwithstanding, anything in these guidelines to the contrary, or any prior approval given for any alteration and/or construction within the Hirst Farm community, the following notice is hereby provided to each and every owner of a lot within the Hirst Farm community:

These guidelines as prepared to assist and facilitate the review and approval process set forth in the Covenants, and therefore, may be modified and amended from time to time. Pursuant to these Guidelines or otherwise, any prior approval of alteration or modification by the Covenants Committee, shall not be deemed an approval of any subsequent, similar alteration or modification by another owner if the Covenants Committee deems such subsequent alteration or modification to be inconsistent with the review criteria established in these Guidelines, including any amendments thereto. All persons submitting an application for review are required to comply with the architectural guidelines in effect at the time the application is submitted.

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Revision History

2003, June	Guidelines Approved and Adopted by the Board of Directors
2004, March	Sheds, maximum size 10' x 10', 1% of lot size or Board approval
2005, August	Construction Materials: Only sheds constructed from wood will be accepted. Metal or plastic sheds are prohibited. Vinyl or aluminum siding may be used to provide a weather resistant structure. Roofing materials (type and color) are to match those currently used on the home. Homes with cedar shake roofs are permitted to use asphalt shingles for roofing. Materials certified for ground contact should be used for the base of the structure to prevent damage due to moisture
2010, October	Added/amended the following sections: Exterior Home Inspection, Resale of Homes, Lot Maintenance, Snow Removal, Hot Tubs, Arbors, Siding, Application Requirements, Tree Removal, Lawns Maintenance, Driveways, Parking, Garage Doors, Temporary Outdoor Storage Units, House Numbers, Compost Bins, Air Conditioners. Also specifically excluded plastic sheds, required non-permanent equipment not be stored or used on road. Revised Application for Exterior Modification Form.
2010, December	Added/Amended the fence section (4.8.1) - removed repetitive language. Changes Requiring Architectural Review Board Review section: (2.3) - added new label. Revised document cover map of Hirst Farm.
2020, January	Contact info for property management updated Added info on Town Adopt-A-Fire Hydrant program; revoked prohibition against solar ventilators; allowed for front yard patios; allowed for smaller-size RubberMaid-type non-permanent sheds and deck boxes; expanded use of allowable paint colors outside original builder's palette; allowed for trash bin enclosures; allowed for landscaping road verges; added flexibility on driveways; added flexibility on exterior entry doors, windows and garage doors; added verbiage on ponds and water features; added verbiage prohibited "ham" radio-type antennae; added flexibility on solar and windmills; added verbiage on rain capture devices and compost bins;
2023, November	Contact info for property management updated Revoked prohibiting against rock salt for ice; prohibited hot tubs and permanent grills on front patios; ensured neighbors must be consulted on drainage issues; allowed for considerations on lots where back yard is largely unusable but large side yard due to being on corner lot; allowed for use of synthetic lumber for construction; allowed rain gardens and channels; emphasized homeowners are responsible for grasses immediately outside fenceline; emphasized rules about permanent equipment on HOA property and removal by HOA; directed driveways must be installed by licensed contractor; added flexibility on downspouts and exterior lighting; added more flexibility on solar; added verbiage on Little Libraries; changed verbiage on clotheslines; added verbiage on firewood; added verbiage on temporary window treatments

Section 1: Objectives

Introduction

This document provides guidelines for Hirst Farm Homeowners Association (Hirst Farm) to follow when considering changes to the exterior of their homes and property. The Architectural Review Board created these guidelines in order to assist homeowners in preparing acceptable applications to gain Architectural Review Board approval, increase residents' awareness and understanding of the covenants, and to help maintain a reasonable uniform and architecturally sound appearance for the Hirst Farm Community.

Objectives of Architectural Guidelines

The objectives of these guidelines and restrictions are:

- 1) To explain and define the role of the Architectural Review Board,
- 2) To address, in detail, the items that require an Architectural Change Request (ACR) and approval of the Architectural Review Board before changes are made, and items which do not require an ACR.
- 3) To address, in detail, suggestions for items not requiring an Architectural Change Request but may affect the aesthetics of the community or properties within the community.
- 4) To give homeowners examples of items such as acceptable mailboxes, fences and storm/screen door designs.
- 5) To address, in detail, items that are not acceptable due to specific safety and aesthetic concerns.
- 6) To provide the Architectural Review Board with uniform guidelines for the review of applications. These guidelines reflect the goals of the founding documents of the Hirst Farm Community and the actions of the Hirst Farm Board of Directors.

Section 2: Scope of Covenants and Architectural Guidelines

Covenants

The covenants are one of the Hirst Farm Community's governing documents. The covenants set the standards by which quality of architectural changes are designed, implemented, and maintained. Those standards are reflected in this document.

Every Hirst Farm property owner should have received a copy of the covenants before settlement. If you did not receive a copy, please contact the Hirst Farm management agent for your copy of the covenants.

The Management Agent for Hirst Farm is:

Hirst Farm HOA – ARB
c/o Property Management People – Leesburg
552 Fort Evans Rd, Suite 202
Leesburg, VA 20176
(703) 771-9355
Fax: (703) 771-9366

The covenants have been recorded among the land records of Loudoun County, Virginia and all lots sold within Hirst Farm are sold subject to the covenants. The covenants "run with the land" and are binding on all property owners and their successors in title. The covenants should be reviewed periodically and fully understood by each property owner. In the event of a discrepancy between the covenants and these guidelines the covenants shall prevail.

Guidelines

All restrictions and procedures set forth in this document are in addition to the restrictions and procedures which are set forth in the covenants and applicable ordinances of the Town of Purcellville and Loudoun County, Virginia. All Compliance with these guidelines, covenants and ordinances is a prerequisite to the alteration or addition to any lot within Hirst Farm.

The Architectural Guidelines do not reflect all of the provisions of the covenants relative to architectural changes. Every homeowner should familiarize themselves with the covenants, Architectural Guidelines, and town and County ordinances.

Pursuant to the covenants and Architectural Guidelines contained herein, certain non-conforming architectural changes requested by a Class Member may have received the approval of the interim Board or Builder. Notwithstanding thereto, the Architectural Review Board may require conformance at a point where the non-conforming item is due to be replaced, painted, stained or otherwise maintained for appearance purposes. (i.e., a fence may have received approval for a stain or color that obviously does not match the neighborhood and is not in conformance with existing guidelines. These issues will be handled on a case-by-case assessment.

Changes Requiring Architectural Review Board (ARB) Review

Article VII, Sections 1 through 8 of the Declaration of Covenants, Conditions and Restrictions state the following:

Article VII - Section 1 thru 8 (Architectural Review Board).

Section 1. Composition.

The Architectural Review Board shall be comprised of three (3) or more members. Members shall serve staggered three (3) year terms as determined by the Board of Directors. As long as the Declarant or a Participating Builder owns and Lot within the Property, the Architectural Review Board shall consist of two (2) committees: the New Construction Committee and the Modification and Change Committee.

When neither the Declarant nor a Participating Builder owns any Lots within the Property, the New Construction Committee shall be terminated.

Section 2. Method of Selection.

The Developer shall appoint the members of the New Construction Committee. The Board of Directors shall appoint the persons of the Modification and Change Committee. After the termination of the Class B membership, no member of the Modification and Change Committee may be a Director unless the member is a Class A member. The Developer may assign its rights under this Article to a Declarant or non- Declarant by a written assignment.

Section 3. Removal and Vacancies.

Members of the Modification and Change Committee of the Architectural Review Board may be removed by the Board of Directors with or without cause. Appointments to fill vacancies in unexpired terms shall be made in the same manner as the original appointment.

Section 4. Officers.

At the first meeting of the Modification and Change Committee of the Architectural Review Board following each Annual Meeting of Members, the Modification and Change Committee shall elect from among themselves a chairman, a vice-chairman and a secretary who shall perform the usual duties of their respective offices.

Section 5. Duties.

The Committees of the Architectural Review Board shall regulate the external design and appearance of the Property and the external design, appearance and location of the improvements thereon in such a manner so as to preserve and enhance property values and to maintain harmonious relationships among structures and the natural vegetation and topography. During the period the Architectural Review Board is comprised of the two (2) committees described above, the New Construction Committee shall regulate all initial construction, development or improvements on the Property. The Modification and Change Committee shall regulate all modifications and changes to existing improvements on the Property. In furtherance thereof, the Architectural Review Board shall:

- (a) review and approve or disapprove written applications of Owners for alterations or additions to Lots;*
- (b) periodically inspect the Property for compliance with adopted, written architectural standards and approved plans for alteration;*
- (c) adopt architectural standards subject to the confirmation of the Board of Directors;*
- (d) adopt procedures for the exercise of its duties; and*

(e) maintain complete and accurate records of all actions taken by the Architectural Review Board.

Section 6. Failure to Act.

In the event the Architectural Review Board fails to approve or disapprove a correctly filed application within forty-five (45) days of the receipt of the application sent by Registered Mail or Certified Mail-Return Receipt Requested, approval by the Architectural Review Board shall be deemed granted, except for those applications for additions or alterations prohibited by this Declaration or the architectural standards adopted by the Association, in which case no disapproval is necessary to uphold the prohibition. Failure of the Architectural Review Board or the Board of Directors to enforce the architectural standards or to notify an Owner of noncompliance with architectural standards or approved plans for any period of time shall not constitute a waiver by the Architectural Review Board or the Board of Directors of the enforcement of this Declaration at any later date.

Section 7. Enforcement.

Any exterior addition, change or alteration made without application to, and approval of, the Architectural Review Board, shall be deemed to be in violation of these covenants, and may be required by the Board of Directors to be restored to its original condition at the offending Owner's sole cost and expense.

Section 8. Appeal.

Any aggrieved party may appeal a decision of the Architectural Review Board to the Board of Directors by giving written notice of such appeal to the Association or any director within twenty (20) days of the adverse ruling.

It is important to understand that Architectural Review Board (ARB) authority is not limited to major alterations such as adding a room or deck to a house, but also includes such items as changes in color, materials, etc. Approval is also required when an existing item is to be removed. There are cases where ARB approval or submission is not required; those are outlined throughout the document where applicable.

It is also important to remember that once an Architectural Change Request (ACR) is approved, it can only be implemented as it was approved. Any alterations will require re-approval.

It is also required to submit an application for a project that a homeowner installed without an approval from the Architectural Review Board to avoid incurring a violation for an unapproved change. When submitting this type of change, a homeowner must attend an Architectural Review Board meeting and present their completed application for discussion.

The Architectural Review process begins with the submission of an ACR by the property owner proposing the project. Each application for a change or modification is reviewed on an individual basis; with the exception of items specifically not requiring ARB approval, there are no "automatic" or precedent approvals (e.g., a homeowner who wishes to construct a deck identical to one already approved by the Architectural Review Board is still required to submit an application).

Review Exceptions

Structures, which are offered as builder options, installed by the builder prior to settlement, and are shown on original site plans DO NOT require Architectural Review Board approval. These structures, if built to original builder option specifications, have already been approved by the Developer and therefore do not require an application for review by the Architectural Review Board. Any replacement or repair of existing structures or parts thereof, if matching the original builders' construction in type, material and color, DO NOT require Architectural Review Board approval. In such instances where approval is not required, homeowners are encouraged to still submit an Architectural Change Request for documentation and historical archival purposes.

Section 3: Architectural Review Process

Composition of ARB for review of Architecture Change Requests (ACR)

Design reviews and recommendations will be completed by a majority of the Architectural Review Board membership. This will ensure design decisions made by the Architectural Review Board, are not based on any one individual's personal opinion or taste. A majority vote of the committee members reviewing the ACR will be required to approve the application. Proxies are not applicable as a source of vote for approval or denial. Proxies of the Architectural Review Board members are valid as authorized votes, provided that they are given to another sitting member, prior to the meeting for assessment.

Review Criteria

The Architectural Review Board will review all submissions for exterior changes on the individual merits of the application. What may be an acceptable design for one property may not be for another. For example, exterior changes to a house on a corner lot, due to their relative closeness to another house, might be more noticeable and have more of an impact on adjoining properties than changes to other homes.

Evaluation of the design proposal will include close review and consideration of the house location, topography and the individual site.

Judgments of acceptable design will be based on the following criteria:

1) **Relation to the Hirst Farm Common Areas.**

Fencing, in particular, can have a damaging effect on open space. Other factors, such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off may also cause an adverse effect.

2) **Validity of Concept.**

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

3) **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.

4) **Location and Impact on Neighbors.**

The proposed alteration/addition should relate favorably to the landscape, the existing structure and the neighborhood.

5) **Scale.**

The size (in three dimensions) of the proposed alteration should relate well to the structure it serves, adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

6) **Color.**

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

7) **Materials.**

Continuity is established by use of the same or compatible materials as were used in the original house. For example, the siding style and material of the home will match that of an addition. On the other hand, an addition with aluminum siding may be compatible with a brick house.

8) **Workmanship.**

Workmanship is another standard that is applied to all exterior alterations. The quality of the work should be equal to or better than that of the surrounding area. Poor workmanship can create safety hazards and can be visually objectionable to others. The Architectural Review Board assumes no responsibility for the safety of new construction by virtue of design or workmanship.

9) **Timing.**

Many alterations may be constructed or installed by residents themselves rather than a contractor. However, projects that remain uncompleted for long periods of time are visually objectionable and can be a safety hazard for neighbors and the community. All applications must include an estimated start and completion date. Projects must be commenced within six (6) months and completed within six (6) months after commencement, or within such a longer period of time as may be specified by the Architectural Review Board.

Architecture Change Request (ACR)

The ACR form that the Architectural Review Board will use to review all proposed architectural changes is shown in Appendix A. This ACR form must be properly completed, submitted and approved prior to initiating construction. ***It is the owner's responsibility to obtain a Loudoun County Building Permit and to comply with all county building code requirements as well as any Town Zoning Ordinances. The Architectural Review Board does not review applications for building code or zoning requirements.***

ACR Review Procedure

Submission

All properly completed ACRs should either be emailed to the management agent at chris.butts@pmpbiz.com AND arb@hirstfarmhoa.com or mailed to the following address:

Hirst Farm HOA – ARB
c/o Property Management People – Leesburg
552 Fort Evans Rd, Suite 202
Leesburg, VA 20176
(703) 771-9355
Fax: (703) 771-9366

Receipt of ACR

Upon receipt of an ACR, it is the responsibility of the management agent to:

- a. Date-stamp the ACR (this starts the 45 day timeline).
The ACR will be re-stamped upon receipt of a ARC that is re-submitted to re-set the clock.
- b. Assign a control number for tracking. Control Numbers will remain the same for original ACR's and their re-submission when required.
- c. Provide the homeowner with the control number assigned and date of receipt of the ACR (this should occur the next business day after receipt).
- d. Forward the ACR to the Architectural Review Board.

Only those ACR's received by the management agent and entered into the ACR review process can be considered valid.

If confirmation from the management agent is not received (within seven business days for a mailed ACR, or three business days for hand-delivered), then the homeowner should contact the management agent and verify that the application has been received.

To verify receipt, the management agent can be contacted by phone at 703-331-9355 or via email at chris.butts@pmpbiz.com.

Review

All validated ACR applications will be forwarded to the Architectural Review Board. Each ACR will be reviewed to verify completion. If information pertinent to the review of the ACR is missing, the application will be marked "incomplete" and returned to the homeowner for re-submission. The act of re-submitting an ARC application due to errors or missing data resets the forty-five (45) day timeline at the time and date of receipt by the Property Management manager of the re-submitted ACR. The re-submitted ACR will contain the original Control Number initially assigned to the ACR.

Notification

The Architectural Review Board is required to respond to the homeowner requesting the change within forty-five (45) days from *receipt of a properly completed ACR by the management agent*. The Architectural Review Board review decision will be sent via letter (verbal authorizations are not permitted). The management agent will mail the letter to the address of the homeowner listed on the ACR.

If forty-five (45) days have lapsed without notification, the homeowner should contact the management agent. If the Architectural Review Board had not submitted a decision within the forty-five (45) day period, then the ACR will be considered "approved as submitted".

Appeals

A homeowner who is aggrieved by the action or forbearance of the Architectural Review Board has the right to appeal the decision. The homeowner appeal process is through the Board of Directors (Board of Directors). The management agent must receive the appeal in writing from the homeowner within twenty (20) days from the date of the Architectural

Review Board's decision. The homeowner is entitled, upon request, to a hearing before the Board of Directors. Two thirds (2/3) of a quorum of the Board of Directors must vote in favor of the homeowner to reverse the decision of the Architectural Review Board.

Enforcement

In the continuing effort to maintain Hirst Farm as a pleasing and best-maintained community in this area and to ensure uniform compliance, scheduled exterior inspections of homes and lots, typically by section, are performed by the Property Management Company. Before the inspections begin, a notice is sent to each homeowner advertising that their home will be inspected within the next several weeks.

Additionally, if a homeowner intends to sell his or her home, an exterior inspection is performed as a required and essential component of an "Association Disclosure Packet."

Resale of Home

First, the Property Owners Association Act (POAA) outlines disclosure requirements for a contract for sale, as well as the necessity of and process for obtaining "Association Disclosure Packet" to be provided to the purchaser. The seller of a lot should consult with his or her Real Estate Agent for details concerning these requirements. The POAA allows fourteen (14) days from receipt for the Board to provide the Packet to the seller, every effort will be made to complete the work and provide the Packet as quickly as possible. Questions concerning the Packet and fees may be addressed to the Property Management or the HOA Board of Directors.

Next, the Property Management or the HOA Board of Directors is to furnish the Packet upon written request (applicable fee required at closing) from a contract seller. In addition to other items, the Packet will provide current information on the status of assessment payments and the status of any violations that might exist on the lot. Such violations could include, but not limited to, exterior modifications made without approval of the Architectural Review Board, modifications made that deviate from an approved application, and the need to perform required maintenance on a lot.

Amendments to Design Standards

These Design Standards will be reviewed and may be amended from time to time. Any amendments shall be adopted by the Hirst Farm Board of Directors following a public comment period. The public comment period will be outlined in a notice to be published on the Hirst Farm HOA website that defines the closure time and date for all comments. Following the published closure date for comments, the Board of Directors will vote on the revisions at their next scheduled Board meeting. The results of the recommended changes and an updated Architectural Guidelines document will be published on the Hirst Farm HOA website, for homeowners to print or refer to as required.

Section 4: Changes Requiring Application

Lot Maintenance

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the individual lot. 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.

Exterior Appearance (New Construction, Replacements and Improvements)

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground type of equipment, in good condition.

The following represents some, but not all, conditions that the Architectural Review Board considers a violation:

- Peeling paint on exterior trim
- Recreation equipment which is either broken or in need of repainting
- Guttering in need of painting or replacement
- Fences with either broken or missing parts, or which are leaning
- Sheds with broken doors or in need of painting or repair
- Decks in need of repair or re-staining
- Concrete or masonry block foundations and/or party walls in need of repainting or repair
- Porch, stoop or basement entry railings, whether wrought iron, wood or vinyl, in need of repair, cleaning and/or repainting
- Porch roof or covering, step risers or columns in need of repair, cleaning and/or repainting
- Siding in need of repair, replacement or cleaning especially of mold and mildew

Snow and Ice Removal

Residents are required to clear snow and ice from the public sidewalks in front of or adjacent to their homes within 24 hours after substantial snow accumulation has ceased. Sand may be used as an abrasive when necessary. Environmentally friendly salt may be used. Regular road salt can cause damage to yards and plants and may cause injury to dogs' feet.

Fire Hydrants

Residents who have fire hydrants on their property are encouraged to clear snow from around fire hydrants for access by emergency responders and the general safety and well-being of Hirst Farm. Purcellville has a free "Adopt-A-Hydrant" program allowing adopters to "name" their hydrant. This program may be joined by contacting the Purcellville Town Hall.

Roofs

Chimneys and Metal Flues

Chimneys must be built to conform to the design originally developed for the house.

Chimneys must be enclosed with brick or stone (to match existing brick or stone) or the same materials as the exterior of the house.

Vent stacks, chimney caps, or flues, which protrude through the roof, must match existing stacks in color or be painted a flat black.

Metal flues installed to accommodate wood or pellet burning fireplaces must meet local, state, and federal standards for safety and material.

Attic Ventilators

Convection type attic ventilation devices must be placed on the rear of the house and should not extend above the ridgeline. Preferably they should be painted to blend with the roof or the house trim. Attic ventilators or other mechanical apparatus requiring penetration of the roof should be as small in size as is functionally possible. Wind powered vents are not permitted.

Solar Systems

In order to be more eco-friendly and stay abreast with current housing requirements, Hirst Farm has the following guidelines for construction and use of solar water heating units and solar energy production. Solar Systems will be considered, approved, and must be in compliance with all State of Virginia, Loudoun County, and Town of Purcellville laws and ordinances; it is the homeowners' responsibility to research and comply with these. Hirst Farm-specific caveats to solar systems are:

- 1) All solar panel construction requires an Architectural Review for all and any constructed in Hirst Farm. Solar shingles must be approved if the shingle type or color does not match the existing roof shingles.
- 2) Approval on placement will be on a case-by-case basis.
- 3) No detached buildings will be constructed for the purpose of solar heating.
- 4) Solar panels must lie in the same plane and pitch as the roof; if the home's primary sun-facing side is not front or back, panels may be pitched up to no more than 20 degrees and at the written recommendation of the professional installer submitted to the ARB to demonstrate the need for energy efficiency
- 5) Solar panels must be permanently affixed to the roof without electric or mechanical tilting devices.
- 6) Solar water heating systems are limited to less than 100sq ft in size for all homes in Hirst Farm, which allows up to three tandem units to be installed. Water storage tanks or freeze prevention drain tanks will not be permitted on the roof; however, water tanks may be placed inside the home depending on the type of solar heater.
- 7) Solar panels must be installed at least one (1) foot below the roof peak line

8) All electrical and water connections must penetrate the roof for attic routing or be placed in construction channels along the roof and sides of the home. These channels will match the roof color as it proceeds along the roof as well as have siding the matches the house exactly in the areas the connections traverse the side of the home.

9) No drains or flushing outlets will be permitted on the sides of the adjacent to any other property

Decks/Patios

General Guidelines

An application is required for construction of all decks and patios. Additionally, any built-in features such as hot tubs, under-deck storage, porch swings, or other accessories, whether they are suspended below or built into the surface, must also be included on the ACR.

Decks must be located in the rear yard. Decks and patios should not wrap around the side or laterally protrude beyond the edge of a structure.

All property boundaries and easements must be considered when constructing a deck or patio.

Additional application Contents:

- 1) A reasonably detailed sketch or drawing of the deck or patio, including all dimensions. For decks, a sketch of the railing should be included. Be sure to include in the drawing any important details, such as stair locations, lighting, or hot tub placement.
- 2) Indicate whether the under-deck area will be used for storage. If so, then a screening plan is required.

Hot Tubs

Hot tubs may be installed as part of a patio or deck. Appropriateness of sites and location will be considered so as not to adversely affect neighbors' views. Lattice or vegetation screening may be required. Covers with locks are strongly suggested. Hot tubs may not be placed on front yard patios.

Materials

All lumber and materials used in constructing a deck or patio must be approved by the Architectural Review Board. The type of material used in construction, whether pressure treated lumber, "synthetic lumber (natural wood tone colors only)", brick, flagstone, or metal railings must be included on the application.

Under Deck Storage

When using an under-deck area for storage, the impact on neighbors must be kept in mind. If the under-deck area is to be used for storage, appropriate screening, such as lattice will be required. Landscaping as a screening will be considered provided its placement

effectively screens the storage area from view.

Drainage

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application. An application will be denied if adjoining properties are adversely affected by changes in drainage, without written consent from the owner(s) of affected properties.

Painting/Staining

Decks should be treated with a clear finish or natural/wood tone stain. However, the use of paints and solid/opaque colored stains on decks may be used provided that they match the trim/siding color, and are approved by the Architectural Review Board.

Privacy Screening

Aside from natural screen such as plants and trees, pressure treated lattice is recommended for use as privacy screening. Other types will be considered on an individual basis.

Front Yard Patios

Front yard patios may be constructed between the front porch steps (or “stoop”) and the garage/driveway. The front yard patio must complement the home colors, style and landscaping and may not exceed 12’x12. Patios may have a firepit or lights conditional upon acceptance of the brightness of these by immediate neighbors on all sides and a lack of complaint (recommend getting an email from all your immediate neighbors). Front patios may have furniture as long as it is outdoor furniture and kept orderly and well-maintained subject. Grills or hot tubs on the front patio are not permitted.

Exterior Structures (Shed/Playhouses/Doghouses)

Any exterior structure must be compatible with the design standards for the Hirst Farm community whether it is attached, adjacent to, or detached from the house. Compatibility of the design will be determined by the style, color, size and location of the structure and will be evaluated by the Architectural Review Board on an individual basis. All details (style, color, size and location) must be specified on the ACR.

Note there are local laws and ordinances dictating how close a structure may be placed to a property line; it’s the homeowner’s responsibility to understand these limits and comply with them. Hirst Farm ARB approval of a structure does not constitute a legal waiver for these laws and ordinances, and ARB approval does not signify ARB or Hirst Farm responsibility for the ramifications of a homeowner violating these regulations.

The following exterior structures are specifically not allowed:

- 1) Dog pens
- 2) Metal sheds
- 3) Full-Size Plastic Sheds
- (a) Smaller Rubbermaid-type “deck storage” units that are not permanent in nature are permitted
- 4) Multi-story structures designed with loft storage.

- 5) Multi-Pitch (barn style) roofed structures.
- 6) Metal Play Structures

Size and Placement

The maximum size of any exterior building may generally not exceed twelve (12) feet wide by twelve (12) feet long by nine (9) feet high, or a one percent (1%) footprint of the individual lot size (whichever is greater). However, the maximum allowable size for any particular exterior building may be affected and/or limited by the following:

- a. The available square footage on the lot.
- b. Location of the lot.
- c. Placement of the structure on the lot.
- d. For any other reason the ARB deems compelling .

Figure 1.a
Basic Structure height measurement

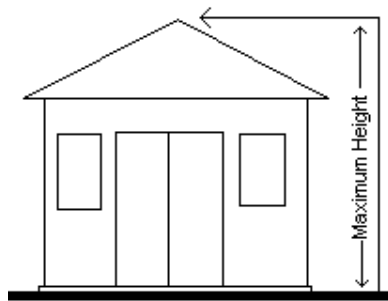
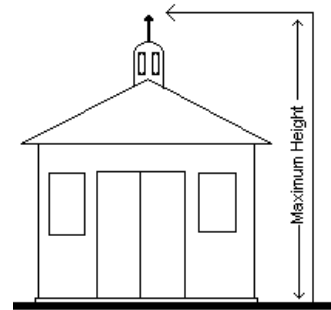


Figure 1.b
Ornamental Structure height measurement



Height will be measured from the lowest point at which the structure touches the ground (including exposed framing/foundation) to the highest point on the structure. Figures 1.a and 1.b provide examples of height measurement.

As a general rule, exterior structures will be permitted in the rear yard only, exceptions for small structures in side yards will be considered on an individual basis, especially where a lot is on a corner or the backyard area is smaller than the side yard.

Accommodation for Uneven Grades

Because lots are seldom perfectly level, some shoring may be required to accommodate the grade of the lot. Excessive shoring to level the structure on steep grades may limit the size and placement of the structure or prohibit it altogether. Shoring must not exceed 10” in height, nor may the overhang created be larger than 20% of the square footage of the floor. Figures 2.a and 2.b, provide examples of reasonable shoring. Figure 2.c is an example of excessive shoring. *The use of the overhang space beneath a structure as storage space is strictly prohibited.*

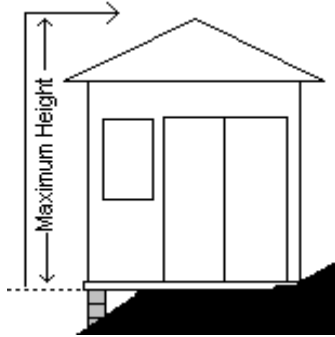


Figure 2.a
Structure with 6" of shoring and less than 20% overhang

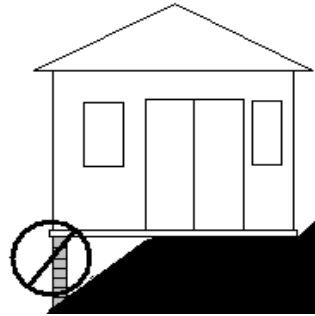


Figure 2.b
Structure with 10" of shoring, less than 20% overhang, and reduced size

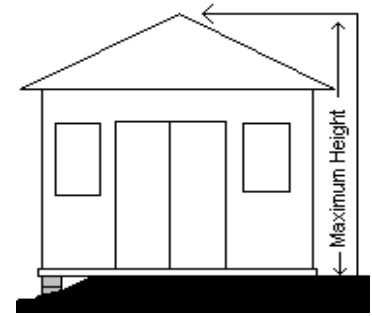


Figure 2.c
Structure with excessive shoring and more than 20% overhang

Materials

The exterior of all structures shall be constructed of weather resistant materials (i.e. Exterior grade lumber, synthetic lumber, aluminum or vinyl siding, etc.). Roofing materials (type and color) are to match those currently used on the home. Homes with cedar shake roofs are permitted to use asphalt shingles for roofing. Materials certified for ground contact should be used for the base of the structure to prevent damage due to moisture.

Painting/Staining

Exterior structures are to be finished with paint, stain or aluminum/vinyl/composite siding, or be pre-colored such as in the case of synthetic lumber. The color and style of the finishing materials must be selected to compliment and fit with the existing exterior color scheme of the home. These colors are to be specified on the ARC, and sample colored submitted on the application or attachment.

Arbors

Arbors must not exceed 8 feet in height and colors must blend with the natural surroundings and/or color of the home. Consideration will be given to site and location. Design must not adversely affect neighbors' view.

Major Exterior Changes

Major alterations are generally considered to be those that substantially alter the existing structure either by subtraction or by addition. Major alterations include, but are not limited to, addition or subtraction of garages, porches, greenhouses, rooms, fireplaces, chimneys, skylights, etc.

The design of these major changes should be compatible in scale, materials and color with the applicant's house and adjacent homes. The proposed structure must be aesthetically compatible with the original structure and in keeping with the existing lot size.

If changes are made in grade or other conditions that affect drainage they must be indicated on the application. Approval will be denied if adjoining properties and/or common areas

are adversely affected by drainage alterations.

Construction materials must be properly stored and must not cause any impairment of views from neighboring properties. Excess materials must be removed within 5 days of the completion of the project. Accumulation of debris during construction is strictly prohibited.

Add'l Required Architectural Change Request (ACR) Contents for Major Alterations

A complete ACR for a major alteration must include:

- 1) Detailed drawings and plans including exterior elevations and dimensions. A full set of architectural drawings must be included.
- 2) It is the responsibility of the homeowner to get the necessary Town of Purcellville and Loudoun County permits for any work requiring a permit. The architectural change application must be a duplicate of those documents that are required to be submitted to receive a county permit and must include colors, materials and drawings/photographs as required. This is necessary to illustrate the relation of the alteration to the applicant's house and adjacent houses where necessary.
- 3) All Hirst Farm Covenants and Architectural Guidelines must be reviewed prior to completion of the application. Failure of the homeowner to submit a well-defined and detailed application could result in the Association's rejection or denial to allow the proposed alteration.

Minor Exterior Changes

Minor alterations are generally considered to be those that do not substantially alter the existing structure either by subtraction or by addition. They include such things as touching up trim, replacing siding, etc.

Painting

Approval is automatically granted to any homeowner who wishes to repaint using the same house and trim colors. Any changes to house and trim color require a completed ARC and approval of the Architectural Review Board. A 'color change' includes any change whatsoever, including a change in shade or hue. These color changes apply not only to siding and wood trim, but also to doors, shutters and roofing materials.

Traditionally, the ARB has only permitted changes within the originally approved "builder color palettes and combinations", however the board also realizes that as time passes the availability or desirability of these color schemes and specific colors may change. The board will evaluate proposed changes that fall outside of these traditionally approved combinations on a case-by-case basis. Changes will be evaluated on the overall impact to the aesthetics and style of the neighborhood, compatibility with surrounding/adjacent homes and structures, and impact on the street view of the property requesting the change.

Siding

Siding must be, when possible, the same style, size, and texture originally installed by the

builder or originally offered by the builder. If replacing damaged siding with original style, size, color, materials, and texture, no application is required. However, when changing style, size, or color, an approval application is required prior to installing. Replacement of existing siding with upgraded or composite materials similar in style, size, texture (ex: HardiePlank) is permitted, however ARB approval of materials, style, and color is required prior to installation.

Fences

A property survey should be completed prior to submission of an ACR for construction of a fence. It is the responsibility of the homeowner to legally verify that they are within their property lines when constructing a fence. Failure to construct a fence within the property lines could result in the homeowner having to remove the fence.

The ACR for a fence should include both a diagram of the lot and plat, showing fence boundaries, offsets, and gate locations/sizes; and a description or drawing of the fence type to include height, color and style. Lot plats are provided at closing and should be available to all homeowners.

General Guidelines

Any fence constructed should not extend forward of the mid-point of the side foundation wall of the dwelling. The fence can be constructed around the rear and sides of the structure, but may not extend beyond the front of the structure. Exceptions to this rule may be considered by the ARB on a case-by-case basis if the home is on a corner lot, or placement of adjacent homes or HVAC/mechanical equipment results in irregular fence lines or installation difficulties.

Fences should be constructed using an "open" (picket) design and not exceed five (5) feet in height. No split rail fences shall be constructed. Note: homes which back on to walking paths (NOT sidewalks), woods, open spaces and roads may have six (6) foot fences.

Tall fences, between three and a half feet and five feet of height, utilizing board on board (solid) construction should be reserved for those lots bordering on wooded or high traffic areas. Tall fences are generally not permitted in the "front" section of the fence, however exceptions may be granted by the ARB for extenuating circumstances (such as pools or specific need for privacy).

Small enclosures may be constructed to encase/shield garbage and recycling cans in accordance with Section 5, Trash Containers. These enclosures must be built to match the existing home or to match or complement the home's existing fence, must be on the side or rear of the garage, and may not extend beyond the front of the house.

All fences must be constructed of pressure treated wood or ground contact equivalent lumber. Chain link, metal, temporary and other wire fencing are specifically prohibited

Fences should be treated with clear finish or natural/wood tone stain. The use of opaque/solid stains or paint is prohibited.

Specifications

The following specifications apply to fences.

- 1) Interior lot fences must be no more than five (5) feet in height.
- 2) Gates should be compatible with fencing in design, material, height and color.
- 3) The single gate width on any fence shall not exceed the height of the fence to which it's attached. Two gates of equal size may be adjoined to form a double gate but shall not exceed eight (8) feet in width.
- 4) Fencing must be erected along the inside of the property line or centered on the property line between lots (fences built on the property line will require the adjoining homeowner's permission).
- 5) The top of the fence must follow the slope of the elevation upon which the fence is constructed.
- 6) Unusual fence configurations may be required for some lots. These lots will be evaluated on an individual basis.
- 7) The finished or "beauty" side of all fences must face outward.

Application Requirements

Property plat showing the exact location of the fence including gate locations.

A description of the materials to be used.

Fence dimensions (height, length, etc).

Gate widths.

Estimated Project Start Date and Estimated Completion Date

Flagpoles

Permanent flagpoles are not recommended, but will be considered on a case-by-case basis if the ACR contents meet the following guidelines:

- 1) Permanent flagpoles must be of a height, color and location that is appropriate for the size of property and background.
- 2) Permanent flagpoles must be installed and maintained in a plumb position.
- 3) The permanent flagpole must not exceed twenty feet (20') in vertical height.

Temporary flag staffs attached to a front pillar or front wall of the dwelling which do not exceed six feet (6') in length do not need to submit an ACR for approval.

Flags

Proper flag etiquette should be followed according to United States Code Title 36, Chapter 10, Patriotic Customs. United States Flags should be in good condition, show no signs of fraying, and not be severely faded in color. US Flags should be taken down during inclement weather. US Flags flown between dusk and daylight (overnight periods) should be lit. On Memorial Day, flags should be flown at half-staff until noon and raised to full staff if the mounting allows it.

Detached Items (Greenhouses, Detached Decks, etc)

Detached decks and greenhouses will be considered on a case-by-case basis. The same rules apply here as those outlined for attached decks and storage sheds (workmanship, materials and color), as specific in Section 4, Decks/Patios and Exterior Structures.

Greenhouses will be given special consideration for the special requirements of sun orientation.

For any detached item to be constructed please follow the guidelines in the "Major Exterior Changes" section of this document (Section 4). A detailed description of the detached item being proposed must be given in addition to the completed ACR with location and architectural drawings included.

Landscaping

Selection and location of plant material requires consideration as to plant size at maturity in order to avoid future relocation. Plants that deposit material such as large seedpods, nuts, or fruit that is non-edible or not intended for harvest or consumption are not recommended. Plants that deposit such materials on adjacent properties may have to be relocated if neighbors protest, although existing trees/plant are grandfathered.

Trees and shrubs must be maintained so that they do not interfere with walkways, street lighting, vehicular traffic, or line-of-sight. Neighboring unit views and shade patterns should also be considered.

Gardens must be neatly maintained during the growing season.

Hirst Farm encourages homeowners to plant native species and discourages the planting of invasive species. Flora native to our area can be found at the Virginia Native Plant Society's webpage with a Plant Guide (<https://vnps.org/virginia-native-plant-guides/>). A list of Virginia invasive species can be found at the Virginia Department of Conservation and Recreation page at <https://www.dcr.virginia.gov/natural-heritage/invspdflist>. These resources are but two of many available sources on the web and Hirst Farm does not particularly endorse either one, simply offering them as a resource.

Additionally, Hirst Farm encourages the planting of "useful trees." Many trees planted by

developers in new communities are not optimized for that area. Useful trees have a purpose beyond ornamental, and may produce edible crops, serve as sources for pollinators, be drought-resistant, and or be a species which provides excellent dense shade, serving to lower immediate temperatures.

Items Requiring Application

The following types of landscaping require a completed ACR and approval from the Board of Directors and/or Architectural Review Board:

- 1) Hedges may be located in the front of any single-family house unless the proposed hedges exceed three (3) feet in height or eight (8) feet in length.
- 2) Fruit and nut bearing trees can be planted in rear yards only and must be located a sufficient distance from property lines to avoid littering of adjacent properties.
- 3) Flowering trees that produce berries must be located a sufficient distance from public sidewalks in order to avoid safety and maintenance problems.
- 4) The homeowner is fully responsible for railroad ties or garden timbers in the front yard. Architectural and location drawings are required in addition to the completed ACR in order to be considered.

Items Not Requiring Application

An ACR is not required for the following items provided that the following restrictions are observed:

- Vegetable Gardens.
Must be located either within the fenced rear yard, or in an unfenced yard between the rear line of the house and the rear property line. All unfenced vegetable gardens must be screened from view.
Must not exceed one quarter (1/4) of the rear of the lot.
Must not be planted on a grade exceeding a ratio of five (5) feet to one hundred (100) feet .
Must not damage property below the garden through the flow of water.
- Foundation Planting
- Rock Gardens (rear yards only)
- Rain Gardens and channels
Rain gardens are permitted in low-lying swampy areas, as long as they do not affect drainage into neighboring yards; otherwise, neighbor acceptance is required in writing. If not obtained, homeowner may be responsible for drainage/flooding issues regardless of ARB approval. ARB approval does constitute responsibility for drainage issues.

Lawn and Landscaping Maintenance Requirements

Owners are responsible for ensuring that their lot is mowed regularly during the growing season to maintain lawn height below seven (7) inches in height at all times. Lawns, including the verge area between the sidewalk and street, should be reasonably free of debris and should not be allowed to go to seed at any time. The general overall appearance of the Owner's property is to be maintained throughout the entire year. Overgrown or neglected lawns and landscaping may be subject to Association mandated maintenance at the Owner's expense.

Dumping of debris or lawn clippings on common areas or open space(s) is prohibited.

Homeowners are responsible for maintaining grass and/or other plants immediately outside their fenceline, if not bordering another property. Purcellville ordinances require fences to be set inside property lines, so the immediate outside of the fence-line is yours. Hirst Farm maintenance landscaping cannot and will not trim the area up against fences; as fences are private property, any weed trimmer damage to fences could leave them liable.

Road Verges and Front Yard Trees

A road verge is a strip of grass or plants, and sometimes also trees, located between the street and the sidewalk. Verges are known by other names, including curb strip and sidewalk strip. While traditionally grass, these plots generally serve no purpose other than a place for a passenger to step out on when exiting a vehicle parked on the street. Residents may opt to replace the grass with other, low- or no-maintenance options not to exceed six (6) inches in height, including xeriscaping or pavers, subject to ARB application and approval. Such replacement must be tasteful and complementary to the community. Natural and native plantings within three (3) feet of a mailbox may exceed the six (6) inch height restriction. Plantings of any type shall not interfere with access to mailboxes, utility boxes and structures, or fire hydrants.

No removal of any tree in the front yard owned by the Town of Purcellville is allowed unless approved by the Town of Purcellville in writing, per Town ordinance.

Permanent Grills

Permanent grills must be placed in the rear of the house (or side, if approval has previously been given for a side-located deck or patio due to the home's lot shape and orientation) and must not be located within ten (10) feet of the side and/or rear property lines.

Recreation and Play Equipment

Three types of recreation & play equipment are defined:

- 1) Permanent. This is equipment that is permanently anchored or attached in a fixed location. This equipment that remains in place even when not in active use
- 2) Semi-Permanent. This is equipment that can be re-located, but generally remains in one place. This equipment that remains in place even when not in active use

- 3) Non-Permanent. This is equipment that remains in place during active use or for a short period of time during inactive use.

Permanent/Semi-Permanent Equipment

Permanent and semi-permanent equipment includes (but is not limited to); swings, gymnastic sets, volleyball nets, basketball backboards, portable or collapsible basketball backboards, jungle gyms, etc.

Permanent equipment must be located in the rear of the home only. Consideration must be given to lot size, equipment size and design, amount of visual screening, etc. Basketball hoops are excepted; they should be properly secured and maintained. In addition, they should not impede passage on sidewalks or streets, or pose a safety hazard.

With the exception of basketball hoops as noted immediately above, Permanent & Semi-Permanent equipment is not permitted in streets, on sidewalks and/or in common community areas. Exceptions for placement of recreational equipment (Horseshoe Pit, Volleyball Net, etc.) in the common community areas will require the express permission of the Board of Directors, and the consent of the surrounding neighbors.

Permanent equipment may not be installed on community property, and Semi-Permanent equipment may not be stored on community property for longer than 48 hours. Permanent equipment or modifications to community property may be removed without notice by the HOA and/or contracted landscaping and maintenance workers, and the cost of removal may be charged to the homeowner who installed such equipment. The community is not responsible for theft of or damage to any personal equipment installed or left on community property.

All equipment must be properly maintained. Any equipment that becomes a community eyesore due to lack of maintenance must be removed.

All wooden equipment must be constructed of pressure treated wood, cedar or redwood. Wooden equipment may be sealed with a clear or translucent wood tone stain/sealant (see fence and deck staining guidelines).

Metal equipment, exclusive of wearing surfaces (i.e., slide poles, climbing rungs, etc.), must be painted to inhibit rust or oxidation.

Non-Permanent Equipment

Non-permanent equipment includes (but is not limited to); bicycles, plastic sliding boards/play areas, balls, miscellaneous toys, etc.

Non-permanent equipment must be stored in the house, garage, shed or rear yard when not being used. Non-permanent equipment can be used anywhere within the homeowner's lot and/or the common community recreational areas. Non-permanent equipment must not be stored on the street or sidewalk.

The community is not responsible for theft of or damage to any personal equipment on community or public property.

Sidewalks/Paths

Concrete, Brick or Stone sidewalks or pathways are the only types permitted. Sidewalks or pathways must be set back at least four feet (4') from the property line and generally installed flush with the ground.

For sidewalks or pathways to be constructed in the front or side of the lot an ACR is necessary. In addition to the completed ACR, the homeowner must describe the method of installation and a description of any grading changes required along with resulting impact on neighboring lots, if any.

Sidewalks or pathways to be constructed in the rear of the lot, behind the house, will not require an ACR as long as the construction will not alter drainage.

Driveways

Driveways must be asphalt/blacktop or concrete pad. Brick, stamped concrete, paver, dirt or gravel driveways are not complementary to the rest of the neighborhood and are not permitted. Driveways may have functional or decorative "step borders" up to 18" wide along the length of the driveway made of concrete (including stamped concrete), brick, pavers, or flagstone, as long as they are professional looking and complementary to the home and neighborhood. Concrete may be stained in a manner that is complementary to the home but must be subdued and/or subtle in nature.

Modifications to driveways require an ACR and will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway replacement with material different than originally installed by the builder requires Architectural Review Board approval. Driveway extensions must be of a size and scale that will complement the property. Driveways must be professionally installed by a licensed and insured contractor.

Driveways may not be used for parking or storing inoperable, commercial, or unused vehicles in accordance with the town ordinance. Recreational vehicles may be stored in accordance with Section 4, Storage of Campers, Boats, Trailers and Other Recreational Vehicles.

All vehicles must be parked only in areas (driveways, streets, garages, etc.) designated for such purpose and in full conformity with all applicable laws. At no time may residential lawns, yards, open space, general turf area, etc. be used for parking vehicles. Vehicles parked in driveways must not block public sidewalks in accordance with the town ordinance.

Exterior Entry Doors

All exterior doors of the home must be complimentary to the neighborhood and design of the home in nature. Doors may contain embedded windows, may be constructed of wood,

metal, or composite materials, and must be painted or finished in an appropriate manner.

If replacing a damaged/worn door with original style, size, color, and design, no application is required.

Windows embedded in any door not installed by the builder require specific approval of the ARB. Windows embedded in doors may not be overly ornamental, however they may contain clear, beveled, cut, tinted, etched, or frosted glass. Large pane glass must be safety glass.

Storm & screen doors must be full view without ornamentation (i.e., scallops, scrolls, half doors, and imitation gate hinges). Storm & screen doors must be black, white, or painted to match the color of the entry doors behind them or the architectural trim of the house or color. Storm doors may have retractable glass/screen sections.

Dog doors may only be installed in appropriate locations on the side or rear of the house and only into fenced areas. Dog doors may be installed either integrally within a wall or through an existing door.

Garage Doors

Garage doors should be the style and color of the existing colors on the home. If replacing a damaged/worn garage door with original style, size, color, and design, no application is required. Windows embedded in any garage door not installed by the builder require specific approval of the ARB. Windows embedded in doors may not be overly ornamental, however they may contain tinted, or frosted glass.

Exterior Windows

Exterior windows may be fixed, single, or double-hung style windows with appropriate grilles dividing large panes of glass. Windows may be constructed of vinyl, wood, or metal frame provided that the construction of all windows installed on the house is similar. Window trim, grilles, frames, and associated components will be white in color unless specifically approved by the ARB.

Swimming Pools

Non-Permanent Pools

Non-Permanent above ground pools (kiddie pools) are permitted under the same guidelines as Non-Permanent Recreational equipment. Additionally, these pools must be emptied each night for sanitary and safety reasons. NOTE: larger non-permanent pools (hard sided, requiring a ladder for entry/exit, not drained after use) are governed by local and state laws regarding fencing and other safety issues. These structures are allowed only in the rear yard. Homeowners are responsible for complying with all laws, codes and ordinances. The HOA takes no responsibility for inattention of the homeowner to these laws, codes and ordinances.

Permanent Pools

Only in-ground pools will be considered. Installed above-ground pools are not permitted.

Swimming pools must be located in the rear of the lot. Appropriate landscaping should be considered to lessen the visual impact of the pool by neighboring lots.

Before a permanent swimming pool can be constructed, a fence conforming to applicable Town of Purcellville, Loudoun County, and Commonwealth of Virginia codes is required to enclose the pool area and pool equipment. Gates must be self-closing and self-latching. Refer to the section on fence construction for further guidelines (Section 4, Fences).

Approval of the fence must be received prior to construction of the pool. Homeowners are responsible for complying with all codes and ordinances; approval by the ARB does not waive or absolve responsibility for this.

In addition to the completed ACR, the following information is necessary for submission in order for construction of a pool to be considered by the Architectural Review Board and Board of Directors:

- 1) A site plan showing location and dimensions of the pool and related equipment in relation to the applicant's house, property lines and adjacent lots/dwellings.
- 2) Detailed drawings and plans for the pool, deck area, lighting, walkways, fences, etc.
- 3) Landscaping plan for pool area.

Landscaping Ponds and Standing Water

Small landscaping ponds will be permitted in the rear yard only and will be considered on a case-by-case basis. Once approved and constructed they must be properly maintained. They must not create unpleasant odors or unsightly algae growth. All ponds will include design features such as circulation/filtration or other treatment (chemical or natural) to ensure that water does not promote mosquito larvae habitat.

All sources of standing water will be regularly drained by the homeowner. Examples of potential standing water sites include (but are not limited to): pool covers, planting beds with improper drainage/uncovered landscape fabric, improperly stored toys, clogged gutters, tarps/coverings, rain barrels, and playsets.

In the event of an outbreak of mosquito or other water and/or insect/larva generated diseases, the Hirst Farm Homeowners Association reserves the right to have all landscaping ponds drained and emptied.

Gutters and Downspouts

New or additional gutters and/or down spouts must match those existing in color, design and materials and must not adversely affect drainage on adjacent properties. Included in this area are gutter covers that keep leaves and other debris out of the gutters. Rain chains and similar devices which permit guided water drainage are also permitted.

Rain barrels attached to downspouts in the rear and side yards of the home are permitted

and encouraged, in accordance with Section 4, Rain Capture Devices.

Exterior Lighting / Low Voltage Landscape Lighting

Exterior lighting must be directed downward and away from the street and from properties adjacent to the applicant's property. Homeowners installing new exterior lighting or altering existing exterior lighting must receive prior approval from the Architectural Review Board, with the exception of lighting that is part of, and integrated into, an electronic home security system, although this lighting must still be directed downward and away from the street and adjacent properties.

Exterior Decorative Objects

Objects such as wagon wheels, sculptures, driftwood, large rocks, decorative fencing, etc., will be allowed if located in an appropriate place. If complaints are filed based on any such item they will be reviewed individually and the appropriate action will be taken.

Antennae / Satellite Dishes

Per Federal Regulation 47CFR, Section 1.4000 (Oct 1996), Satellite Dishes and Antennas are permitted without requirement of prior approval. Whenever technically possible, antennas will be located in an area that minimizes the appearance from the street and neighboring properties and should take advantage of screening provided by the existing structure and vegetation. Roof mounted dishes/antennas should be placed in the least visible location possible. Satellite dishes should be less than one (1) meter in size and in compliance with FCC Regulations. Dish and Antenna colors should be of neutral tones, black, tan, or gray. All cabling must be black, white or gray whichever is the least visible.

Antennas NOT covered by 47CFR, Section 1.4000 such as "amateur" HF/VHF/UHF/CB/Ham Radio antennas are generally not permitted. An exemption to this rule may be made in instances of proven need for antenna installation due to a resident's involvement in Public Safety roles such as police, fire, EMS, search and rescue, or military. In such cases, the resident requesting the installation of such antenna may be required to provide documentation from their sponsoring organization supporting the need for such installation.

Permanent Signs

Applications for permanent signs will be considered on a case-by-case basis. However, as a general rule, permanent signs will not be permitted. Permanent signs are those affixed to a structure or mounted on a permanent base.

Temporary Outdoor Storage Units (PODs, Door-to-Door moving trailers, Box Trotters, etc)

These portable storage units may be placed in a private driveway as long as sidewalks are not blocked. The maximum amount of time that these units may be employed is two (2) weeks in any calendar year.

The Architectural Review Board must be notified in writing of the intent to use this storage unit, the start date of when the units will be delivered, and the intended removal date.

Windmills

Windmill generators are permitted on a case-by-case basis, subject to approval by the ARB. Windmills must be ground-mounted and permanently installed in the rear yard and should not be easily or obviously visible from the front. Windmills may not exceed four (4) feet in diameter and the bottom of any vane radius must be at least eight (8) above ground level for safety. No more than one windmill per residence is permitted. Windmills must be properly constructed and maintained for silent operation. Windmill applications should come with assents from immediate neighbors; complaints from neighbors about windmills will be addressed and may result in a directive to remove the device.

Rain Capture Devices

The Hirst Farm Homeowners' Association would like to be in sync with the current eco-friendly trends which include rain water capturing systems. Typically, water capturing systems are for erosion control and prevention of water table pollution. These devices serve as water savers and for cost reductions, especially in cities using water table wells such as the surrounding communities. Water collectors used in conjunction with a drip system provide more benefit; typically, the community grows tired of hauling the water around for use without the connection to the drip system.

- 1) All outdoor water capturing systems require the approval of placement the Architectural Review Board.
- 2) Systems must match the surrounding decor and be of a color that best matches the existing trim or surrounding area.
- 3) Height is restricted to forty two (42) inches (or less)
- 4) All front yard applications are prohibited. However, side yard applications will be approved if the units are completely concealed by shrubbery or fencing.
- 5) All devices will contain covers to prevent/deter mosquito habitat

Little Free Libraries

Free use mini-libraries, commonly known as “little free libraries,” are becoming prevalent and encourage community and literacy. Within Hirst Farm, Little Libraries cannot be placed on private property or individual homeowner lots, as this creates potential dispute and liability issues with the general public accessing private property.

Little free libraries must be approved by application to the Board and placed on community property, but must be acquired or built by volunteers, and must have a “sponsor” (or sponsors) for the library who is a community resident, responsible for upkeep and maintenance, submitted to the property management company for record. Hirst Farm will have a maximum of six little libraries throughout the community, on community property. Note this is one exception where a private effort will be approved for use on HOA property; the HOA and neighborhood do not own and are not responsible for the libraries, except to ensure they are well-maintained. Otherwise, the Board may order them removed.

Storage of Campers, Boats, Trailers and Other Recreational or Service Vehicles/Machinery

Campers, boats, trailers and other recreational vehicles and machinery are not permitted to be parked on Hirst Farm streets and driveways for longer than seventy-two (72) hours without advance approval by the Board. Based on past successful applications, it is highly recommended that the homeowner wishing to do this get written/email approval from all neighbors within sight of where the vehicle will be. Approval of such an application will be temporary and, with Board approval, could be considered acceptable for seasonal use (such as keeping a boat in the driveway over the winter).

Section 5: Items Not Requiring Application

Clotheslines

Limited use of clotheslines is permitted. Clothesline may be either a single line per yard. A retractable line is highly preferred but not required, or a single folding “tree-type” clothesline. “T” type clothesline poles stringing multiple lines between them are not permitted. Clotheslines must be completely confined to the backyard.

Electronic Insect Traps

Electronic insect traps are not recommended, but are allowed without completing an ACR within the following guidelines:

- 1) Traps will not be located in an area of the lot causing a nuisance to adjacent owners.
- 2) Traps are not to be operated after 10:00 P.M. or when the area protected by the trap is no longer occupied.

Firewood Storage

Firewood must be stacked neatly and located to the rear or side of the residence. Location of the firewood stack must minimize visual impact. Screening may be required in some cases. Firewood may not be stored on the front porch or in front of the house.

Firewood stacks larger than 1½ cords will require a completed ACR and will be considered on a case-by-case basis. Firewood racks with side supports may not exceed six (6) feet in height, firewood stacks without side supports may not exceed four (4) feet in height for safety reasons. No lumber, scrap wood, or other debris may be stacked on, within, or near the firewood piles.

Lawn Furniture

Lawn furniture may only be stored on front porches or in rear yards. Lawn furniture cannot be placed in the front or side yards of any dwelling when not in use. Lawn furniture used on front porches should not be excessive and should be placed neatly.

Non-Permanent Signs

Long-Term Signs (Real Estate Rental/Sales only)

Long-term signs are those that will be displayed for more than thirty (30) days. No more than one (1) real estate sign can be erected or placed upon any lot or attached to any dwelling. Real estate signs cannot exceed six (6) square feet in size and must meet Loudoun County regulations with respect to content and removal. Real estate signs can only be placed in the front yard of properties available and must be removed immediately upon sale or rental of the property. During the time that the sign is placed it must be properly maintained (i.e., cannot be visually damaged or improperly placed).

Short-Term Signs

Short-term signs are those that will be displayed for thirty (30) days or less. These signs

typically include those used for elections, garage/yard sales, contractors working on a home, and birth announcements. These signs must be removed immediately following the election, sale, or for birth announcements, within thirty (30) days. During the time that the sign is placed it must be properly maintained (i.e., cannot be visually damaged or improperly placed).

Mailboxes

Mailboxes must be standard sized and U.S. Postal Service approved Traditional (T1 or T2) or Contemporary (C1 or C2) Designs, or another style approved by the Committee.



Figure 6.6.a Traditional Mailbox Design



Figure 6.6.b Contemporary Mailbox Design

Metal mailboxes must be painted or anodized/powder coated to prevent rusting or oxidation. Mailbox colors or decorations should not be garish or excessive. If complaints regarding mailbox appearance are received, the Board of Directors may require that the decorations be removed or that the mailbox be repainted a neutral color.

According to postal regulations, mailboxes must meet the following requirements:

- 1) Mailboxes are to have the house number clearly displayed on the side or front of the mailbox.
- 2) Mailboxes are to be mounted 3 ½ - 4 feet above the road surface on a simple post (which may optionally include an integrated paper box).
- 3) Mailboxes must not obstruct sidewalks or sight lines.

Size Limitations

The traditional and contemporary style mailboxes are available in three standard sizes, only the first two are permitted in Hirst Farm. The third size mailbox is intended for rural use and its large size is not appropriate. The two standard sizes available for use are:

- 1) [T1 & C1]: 18.5" long, 5" wide, 6" tall
- 2) [T2 & C2]: 19.5" long, 6" wide, 7" tall

Mounting Requirements

Mounting posts may either be a single vertical post, or a combination of vertical post and single crosspiece.

Wooden posts may not be wider than 4"x4" and may only be treated with a white, brown, clear or translucent wood tone stain/sealant (see guidelines for fences and decks). Steel or Aluminum pipes used as mounting posts should not exceed two (2) inches in diameter and must be painted to prevent rust or oxidation.

House Numbers / Address Signs

House numbers should be legible but should be a size and color appropriate for the applicant's house. In certain cases, decorative house numbers may be acceptable depending upon the location and type of house. House numbers not installed by the builder require approval. Address plates with the resident's name, address, house number and name require approval.

Holiday Ornaments and Decorations

Temporary holiday yard ornaments will be permitted. All ornaments must be erected or installed no more than forty (40) days prior to the holiday and removed within thirty (30) days following the holiday being celebrated.

Trash Containers

Trash must be placed in containers manufactured specifically for trash storage purposes only. Recyclables need to be secured either by weight or a lid to minimize contents escaping the containers. Paper or plastic bags, boxes, etc. are not acceptable as permanent trash containers.

Trash containers are not to be stored or kept in the front or side yard of any lot, unless screened by structure or landscaping. For collection, trash containers are to be placed at the curbside in front of the residence only.

Trash containers are not to be placed at curbside before 5:00 P.M. on the evening before trash pickup and must be retrieved before 7:00 PM on the day of collection. The same rules for storage and placement apply to the Town of Purcellville and Loudoun County recycling containers.

Compost Bins

If a compost bin is desired, the use of a pre-manufactured compost bin, which is a subdued color, is encouraged. Bins should be located near the rear of the property and should be screened from the street and open space. All active compost must be treated at all times to prevent odors from escaping. The ARB and/or Board can ban compost bins upon reviewing the lot owner's proper continuing maintenance and complaints from neighbors.

Section 6: Items Requiring Special Approval

Window Unit Air Conditioners

Air conditioning units extending from windows are specifically prohibited for any unit in

the community. Exceptions for homeowners with family members that have medical problems that require individual window unit air conditioners will be considered by the Board of Directors and Architectural Review Board.

Air Conditioner Units Located in Front of House

Air conditioning units extending from windows are specifically prohibited for any unit in the community. Exceptions for homeowners with family members that have medical problems that require individual window unit air conditioners will be considered by the Board of Directors and Architectural Review Board.

Section 7: Items Never Approved

Temporary Window Treatments and Coverings

Bed sheets, plastic sheets, newspapers, or other similar window treatments, shall not be hung or placed in or on any window on any dwelling located on any lot unless there is active construction being performed on the room inside and the covering is for the protection of the windows, and must be removed upon work completion and within a reasonable timeframe.