

# Raintree Homeowner's Association

3424 Wheatwheel Lane, Amundale, VA22003

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## Architectural Control Handbook



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June 18, 2010

**Raintree Homeowners' Association**  
**ARCHITECTURAL CONTROL HANDBOOK**

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**INTRODUCTION** - Raintree is a pleasant place to live and it takes cooperation for people to live as closely together as we do. Publication of this handbook is an effort to cultivate a spirit of cooperation in an environment that continues to change rapidly. Part of the responsibilities of the Board is to assure architectural harmony.

**PURPOSE** - This handbook describes the process by which Raintree homeowners maintain and improve the harmonious appearance of the community. It is a guide to obtaining approval before acts occur that change the appearance of the community. It is based not on a desire for bureaucratic meddling, but on a desire for each homeowner to enjoy freedom in the appearance and use of his or her property, constrained by the interests of the community as a whole.

**AUTHORITY** - This handbook was developed to comply with the Property Owners' Association Act that became effective July 1, 1989 (VA Title 55, Chapter 26). The handbook is issued and updated by the Raintree Homeowners' Association, Inc. under authority of the following registered documents: By-laws of the Raintree Homeowners' Association, dated February 13, 1989, Articles of Incorporation of Raintree Homeowners' Association, Inc., September 8, 1972; and Declaration of Covenants, Conditions, and Restrictions of the Raintree Subdivision, August 21, 1972.

**EFFECTIVE DATE** - The process and procedures described in this handbook are effective June 18, 2010, updating and replacing the prior handbook dated January 1, 1999. Changes to this handbook may be issued from time to time as revised or additional pages. Each new page will bear its effective date.

**SCOPE** - The provisions of this handbook cover the 74 townhouse units and the approximately seven acres of common ground that constitute the Raintree subdivision. The provisions apply to alteration or maintenance actions that affect the external appearance of a unit (a townhouse and its lot) or any common area. Actions may include replacement or repair of original construction; fabrication or erection of something new; exterior painting; paneling; or planting, as examples. Size is not a criterion. The objects acted upon may range from the entire exterior of a unit of a small vent pipe in the roof of a unit.

In some circumstances the homeowner must obtain written approval before a change is made to the homeowners' unit. In other circumstances – gutter replacement, front yard plantings, and exterior painting with approved colors, for example – written approval is not needed.

*Later sections of this handbook provide guidelines for determining whether written authorization is required for specific items.*

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**MAINTENANCE OF UNIT AND PROPERTY** - All homeowners within Raintree have the responsibility to properly maintain the exterior structure of their home and to keep up their yard (front and back) in a manner that will not detract from the overall harmony of the community. The exterior view of the property should present a well-maintained appearance. The nature of a townhouse development is that the upkeep of a property affects the property values of all nearby homeowners. Therefore, all homeowners bear the responsibility for maintaining their property in a manner that will not detract from their neighbor's property.

**ARCHITECTURAL CONTROL COMMITTEE** - The Architectural Control Committee of the Board of Directors will assist homeowners in processing approvals required by this handbook.

In addition, the Committee will survey the community at approximately six-month intervals and notify the Board of any unit or common-ground matter that is not in harmony with the community guidelines. The Board will request corrective action by the homeowners whose units are in violation of standards, and will take action to correct violations in the common area.

Notice of any architectural violations against a unit that is being sold will be prepared by the Committee and included in the "seller's packets." [These packets are provided by the Board to the seller for a fixed fee, in accordance with the Property Owners' Association Act, and are provided by the seller to the buyer of a unit.]

The Committee is composed of a least two Board members, and is supplemented on an ad hoc basis by one or more non-Board members. The committee will receive Homeowner's requests for approval of desired alterations or maintenance work, investigative and review matters as necessary, and recommend Board approval or disapproval. Before a disapproval decision is rendered, the Committee and the Board will try to work with the homeowner to achieve a result that meets his or her needs and also maintains the harmony of the community's appearance. If the community interests dictate Board disapproval of a requested alteration or maintenance action, the homeowner has recourse through legal proceedings against the Board.

**PROCEDURE** - Under ordinary circumstances, the homeowner who desires to make a change that requires approval, as specified in this handbook, must file in writing a "Request for Architectural Control Approval: with the Chairman of the Architectural Control committee at least 30 days before the desired start-work date. The Committee will do its work, including consultation with the homeowner, and the Board of Directors will give the homeowner a written decision within 30 days of receipt of the request. Homeowners should consider the meeting schedule of the Board of Directors (currently third Friday of each month) when requesting approval.

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*For all changes that require Board approval, the requests and approvals must be in writing. If a homeowner makes such a change without approval in writing from the Board, the Board has recourse through legal procedures.*

Approvals will be granted with the expectation that the entire project will be completed according to the homeowner's proposed work schedule. If a homeowner does less work than that covered by a Board approval and the result is judged to be not in harmony with the community, the Board has recourse through legal proceedings.

Under emergency circumstances, such as fire or flood, the homeowner is expected to first take those actions necessary to protect his or her family and property; and then, within a reasonable time, to follow the provisions of this handbook in effecting repairs and restorations.

The homeowner must comply with all license and permit requirements of Fairfax County; and is legally responsible for any common-wall, roof, drainage, or other problem his or her action or contractor's action may cause a neighbor or the community.

**FORMS** - A sample of the form "Request for Architectural Control Approval" is included in this handbook. Additional copies are available from members of the Board or may be copied at homeowner's expense. The form includes instructions for its use. Also included is a sample of the "Architectural Control Violation Report" form that will be used by the Committee and the Board.

**STANDARDS** - Raintree townhouses are earth-toned in color and contemporary in style; vertical rather than horizontal in exterior lines; show only three exteriors (brick, stucco, or vertical panel); and are tied together by same-color dark brown roofs.

**Exterior Faces** - The fronts and backs, and sides of units where applicable, must conform in substance and color with the brick, stucco, and wood, vinyl, or metal vertical panels now existing in all parts of the community. Major repair or alteration of the substance of any exterior face requires written approval in advance of performing the work.

**Siding** - Many homeowners have replaced stucco and wood exteriors with siding. This modification requires prior Board approval of the style and color of siding selected. All siding must be applied vertically to remain harmonious with the community. Siding must be wood-grained. Siding must be at least 3" wide (4" to 6" preferred). Because the color of siding from different manufacturers varies widely, a sample of the actual siding to be applied must be provided to the Board with the request for approval.

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Paint Colors – Approved exterior and trim paint colors are described in the back of this handbook. Exterior painting with any of the approved colors (maintaining the original mix of trim colors) does not require prior approval from the Board.

Vents for Natural Gas Appliances – Exterior vents for natural gas appliances shall be located in accordance with state law. The exterior portion of vents must be painted in an approved exterior or trim color to coordinate with the unit's exterior.

House Numbers - Each unit must be identified with brown, six-inch house numbers similar to the numbers now in use throughout the community. They must be fixed in a horizontal display, if possible under the light beside the front door of the unit. Written authorization of an alternative display is required if structural conditions prevent horizontal display. House numbers are not optional. They must be readily visible to fire, police, and emergency support personnel, as required by Fairfax County. Homeowners may use any other source for house numbers, as long as the size and style is consistent with current house numbers in the community.

Roofs - The exterior faces of Raintree units show a variety of light and medium earth tones. Dark brown roofs tie the units, buildings, and courts into a harmonious grouping. Some exceptions now exist. They stem primarily from instances in which homeowners were not able to obtain, within a reasonable time, replacement roofing material that matched community colors. When these units are next re-roofed, the Board expects them to be restored to dark brown. Written approval is required for replacement or major repair of a roof, including approval of a sample of the proposed material.

Chimneys - Replacement and repair of chimneys and chimney structures, of roof-top vents and pipes, and of flashing do not require written approval if design, material, and colors match original construction in the community.

Antennas, Satellite Dishes - Antennas are not allowed on Raintree roofs. In accordance with federal law, small satellite dishes may be placed on roofs.<sup>1</sup> Large satellite dishes are prohibited. Satellite dishes should be positioned to be as unobtrusive as possible, preferably located next to the chimney or in another location not easily noticed from the ground.

Gutters and Downspouts - Gutters and downspouts must be brown in color. Other than in backyards, drainpipes of any sort must be buried or otherwise kept out of sight if they project away from the unit. Replacement and repair of gutters and downspouts do not require written approval if the brown color is used and if their original position is maintained. If a change in location is planned, if a neighbor's unit will be affected, or if community drainage will be affected, then written approval is required.

<sup>1</sup> In the Telecommunications Act of 1996, Congress prohibited homeowners' associations from restricting small satellite dishes. See <http://www.fcc.gov/telecom.html> (6/14/2010)

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Other Modifications to Roofs - Any proposed addition or alteration on or through a roof (for example, an attic fan) requires written approval and should be planned to be harmonious with existing colors and design.

Windows - Awnings and shutters are not allowed on Raintree windows. Exterior surfaces of the window frames must be dark brown in color. Repair or painting of windows and frames does not require written approval if design and materials match original construction and if approved colors are used.

Several manufacturers sell vinyl replacement windows that are sliders; some are brown vinyl (not painted, actual brown vinyl). Manufacturer and installer information is listed in the back of this handbook. It may be difficult to locate two-panel sliding windows comparable to our original construction. Therefore, replacement of existing two-panel sliding windows with three-panel sliding windows is permissible if windows are otherwise similar to current windows. Replacement of windows requires prior approval.

Doors – Front Doors - Front doors must be plain (straight-faced). A security peephole in the door is permissible. Windows and other adornments in the door are not permissible. Six-panel doors are not allowed. Front doors must be an approved dark brown color (see list of approved colors at back of this handbooks).

Original construction for many of our units included two sidelights on the same side of the front door. This arrangement requires custom construction or special ordering. Therefore, front doors that currently have two sidelights on one side may be replaced with doors that have one sidelight on each side of the door. All sidelights (regardless of location) must be full-length panels of glass. Paneled sidelights with multiple panes of glass or part glass and part wood may not be used.

Replacement, repair, and painting of front doors do not require written approval if design and materials match original construction or specifications above and if approved colors are used.

Storm Doors - Three designs have been approved for Raintree storm doors, as illustrated in the back of this handbook. The storm door must be dark brown in color. Written approval is not required for installation or replacement of a storm door if an approved design and approved color are used.

Sliding Glass Doors - Sliding glass doors are two-sectioned. Replacement of sliding glass doors with hinged or French doors is permissible in the rear of units only and only if the doors do not have mullions or dividers. The glass in each side of the door should appear as one large pane, rather than many small panes. The exterior of the door must be dark brown. Replacement, repair, and painting of sliding glass doors do not require written approval if design and materials match original construction or specifications above and if approved colors are used.

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Some units are constructed with a sliding glass door located in the kitchen. These doors essentially serve as windows. Some unit owners have expressed interest in replacing these sliding glass doors with windows. A couple of existing units were originally constructed with windows in place of sliding doors and could be used as a guide for any planned modifications (see 7915 and 7919 Carrousel Court). This modification would be considered only if the window to be installed matches existing windows and is installed at a comparable height; the exterior surface of the unit beneath the window matches the remainder of the exterior; framing around the window is consistent in design with similar windows in the community; and all colors and materials used are consistent with original construction. This would be a major structural modification and would require prior written approval. Detailed diagrams and samples of the materials to be used must be supplied with the written request.

***Stoops and Balconies*** - Front stoops, steps, balconies, and railings must conform to the original construction of the community. Awnings are not allowed. Replacements or repair of front stoops, steps, railings, or rear balconies does not require written approval if design, materials, and colors match original construction in the community. If significant changes in size, shape, height, or location are contemplated, then written approval is required.

***Front Yards*** - Fences, bird houses, flagpoles, or other freestanding structures are not allowed in front yards. Written approval is not required for work planned in front yards unless community drainage or free passage along walkways will be affected.

***Back Yards*** - No structures taller than the fenced are allowed in the back yard. A few exceptions currently exist within the community and these existing structures (as of October 1998) have been granted a variance. Written approval is not required for work planned for back yards unless a neighbor's property will be affected or community drainage will be affected.

**Fences** - Lateral separator fences between back yards are required. Fences must conform to the standard height, square top alternate-vertical-board construction, and natural color now in the community. Fences must not prohibit access to transformers located at the back of some units. Written approval is not required for replacement or repair of an existing fence if design, materials, and color match original construction in the community.

One gate on back yard fence is to be of vertical board construction; boards should be the same width as fence boards and have an upper curved (  ) edge, not flat.

***Exterior Lights*** - Front stoops in Raintree are lighted by white lighted globes beside each front door. Approved light fixtures are described in the back of this handbook. Written approval is not required for replacement or repair of these lights if an approved light is used. Lights attached to the rear of units may be added without prior approval, provided that they are harmonious with the colors and contemporary design of the community.



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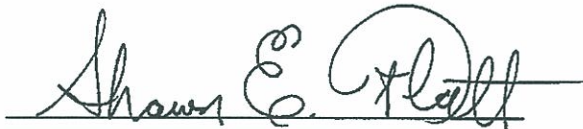
***Private Use of Common Areas*** - Homeowners are not allowed to use common areas of the community for private purposes such as storage. Homeowners are reminded that they must comply with the restrictions on the use of common areas, including parking and maintenance of vehicles, as provided in the Raintree Homeowners' Association Rules, Regulations and Policies. Plantings in the common areas may be allowed with prior written approval.

**EVOLUTION OF NEW STANDARDS** - The Board of Directors expects that standards will continue to change from time to time. In some cases the non-availability of "standard" material may force a change, in which case the Board will notify the community. In other cases, someone's good idea may result in the community adopting by vote a new standard.

**AUTHENTICATION** - Approval of this handbook as of June 18, 2010, by all of the Raintree Homeowners' Association Board of Directors is witnessed by their signatures:

  
\_\_\_\_\_

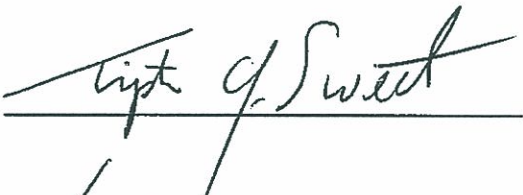
  
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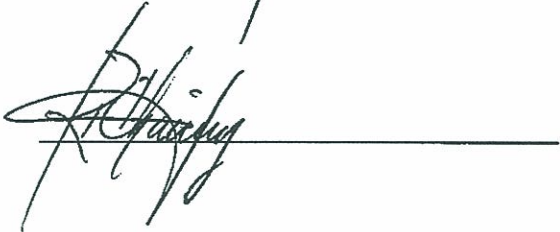
  
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**Request for Architectural Control Approval**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Lot No. \_\_\_\_\_ Date request submitted: \_\_\_\_\_

Brief description of desired alteration or change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate dates: Start \_\_\_\_\_ Complete \_\_\_\_\_

(Allow 30 days for approval. Board meets third Friday of each month.)

In accordance with the Architectural Control Handbook, the Board of Directors is requested to approve changes to my unit as described in the attached plans and specifications. These documents provide the detail necessary for the Board to assess this proposed change in terms of its effect on the community as to harmony or external design. I understand that I will be consulted by the Architectural Control Committee during the review process, and that I may participate in the Board meeting(s) at which my request is considered. I understand that I am responsible for complying with license, work permit, and other regulations of Fairfax County.

Signature: \_\_\_\_\_

Board Decision: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Board Follow-up Action - Completed work reviewed and approved:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Violation report sent to homeowner:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Architectural Control Violation Report**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Lot No. \_\_\_\_\_ Address: \_\_\_\_\_

Your property has been inspected by representatives of the Board of Directors in accordance with the Architectural Control Handbook and has been found to be in violation of Raintree standards as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of inspection: \_\_\_\_\_

Board representatives: \_\_\_\_\_

Corrective action required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please notify the Board of your schedule for taking the corrective action. For further details or discussion of this matter, the Board contact is:

\_\_\_\_\_, telephone \_\_\_\_\_

Thank you for your cooperation.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Board Follow-up Action** - Completed work reviewed and approved:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Violation report sent to homeowner:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**APPROVED PAINT COLORS**<sup>1</sup>

<i>Brand</i>	<i>Location</i>	<i>Color</i>	<i>Closest Retail Store / Phone Number</i>
Duron	Exterior Trim Doors/Trim	Traditional Tan or Westerly Tan (7802W) Hawthorne Valley (8166N) Old Carriage Brown or Chestnut	7334 Little River Turnpike Annandale, VA 22003 703 354-5155
Martin Seymour	Exterior Trim Doors/Trim	Indian Buff (319-5) or Raleigh Tan Tavern Light (Williamsburg color) Fairlawn (324-8) Shenandoah Valley (304-1)	Fisher's Hardware 6129 Concord Centre Springfield, VA 22150 703 451-3700  Brown's Hardware 100 W. Broad Street Falls Church, VA 22046 703 532-1168
Behr	Exterior Trim Doors/Trim	Tortilla (2B18-1) Tannenbaum (3861-6) Saddle Brown (4C203)	Home Depot 2815 Merrilee Drive Fairfax, VA 22031 703 205-1245

Note: Most paint manufacturers, such as Sherwin Williams retailers, can match colors of different brand of paints by either name, color code, or swatch.

**SOURCES FOR HOUSE NUMBERS**<sup>1</sup> - The following is the recommended source for replacement of house numbers. Homeowners may elect to use another source, provided the size, style, and color of house numbers are consistent with the provisions of these guidelines. When purchasing from the dealer below, refer to Raintree Community – Annandale. Webb Signs will then know the type of house numbers needed.

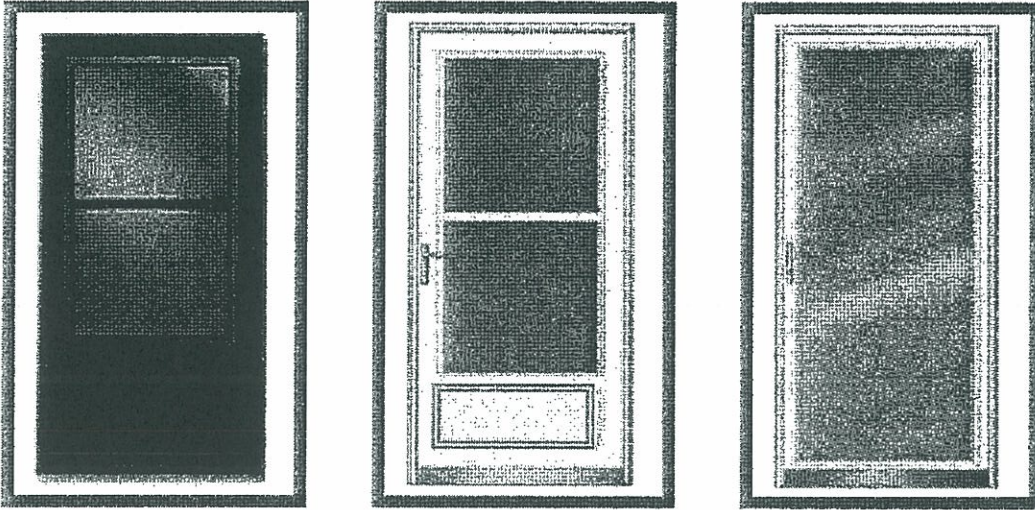
Webb Signs  
 10612 Warwick Avenue (near intersection of Route 50 and Route 123)  
 Fairfax, VA  
 703 591-6169

<sup>1</sup> Manufacturers or retailers constantly modify their designs or product availability. Information listed herein is accurate to date.

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APPROVED STORM DOORS<sup>1</sup>



Home Depot and Lowes are the most convenient retailers that sell “approved” storm doors. Homeowners must make sure doors are dark brown or bronze color. **THESE ARE THE ONLY APPROVED COLORS.**

Home Depot:

- Andersen 3000 Series Fullview Model Clear Glass – HD3F Dark Brown
- EMCO 300 Series Triple Track Model E3TT-Bronze
- EMCO 200 Series Triple Track Model E2TT-Bronze

Lowes:

- Larson Comfortbilt – Bismark Brown Item # 15864
- Pella Rolscreen – Helena Midview Clear Glass - Brown

<sup>1</sup> Manufacturers or retailers constantly modify their designs or product availability. Information listed herein is accurate to date.

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**APPROVED FRONT DOOR LIGHTS**<sup>1</sup> - Manufacturers modify their designs from year to year, so a listing of specific manufacturers and fixtures would quickly be out of date. Owners should obtain fixtures that are consistent with those currently in existence throughout the community. The fixture must be black or dark brown with a white globe attached. The community currently includes examples where the globe is beneath the fixture, where the globe is above the fixture, and where the globe sticks straight out from a fixture attached directly to the front of the unit. All are acceptable; the white globe is the unifying feature.

The picture below provides one possible acceptable fixture. Currently [lightinguniverse.com](http://lightinguniverse.com) (1-877-247-8990) is selling an approved light fixture:

Model – Nuvo Lighting 77 Ball Outdoor Sconce  
Part # 4525164  
Bronzotic Color Finish  
\$32.29 (6/15/10)



For homeowners who only have missing the white globe light cover, Home Depot sells replacement glass or acrylic light covers:

- 6" diameter white glass globe, \$4.98 – SKU #220-701 (6/15/10)
- 6" diameter white acrylic globe, \$7.98 - # 327-105

<sup>1</sup> Manufacturers or retailers constantly modify their designs or product availability. Information listed herein is accurate to date.