

NEWINGTON  
COMMUNITY  
ASSOCIATION

**ARCHITECTURAL  
STANDARDS**

**April 1, 2020**

**(Revisions 12/20 and 3/21)**

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## ARCHITECTURAL STANDARDS FOR NEWINGTON COMMUNITY ASSOCIATION

### ARTICLE I – EFFECTIVE DATE, AUTHORITY, AND REVISIONS

**Section 1. Effective Date:** (11/93, 4/96, 1/99, 8/07) These Standards take effect on August 3, 2017, and supersede all other Architectural Standards. Projects that were approved prior to this date, or items that were in compliance under the previous Guidelines, may remain until the item needs repair or replacement. At that time, items must be brought into compliance with these Standards.

**Section 2. Authority:** (9/74) The Declaration of Covenants, Conditions and Restrictions Article VIII provides the basis for the Newington Community Association (NCA) Board of Directors' authority to establish and enforce Architectural Standards. The Covenants also permit latitude and discretion in dealing with specific situations and requests.

**Section 3. Advisory Committee:** (9/74) An Architectural Advisory Committee, composed of residents from throughout the community, assists the residents, homeowners, the Architectural Control Committee, and the Board of Directors in their tasks, and provides a broad spectrum of community opinions on the need for additional and/or revisions to current Standards.

**Section 4. Control Committee:** (9/74, 11/93) An Architectural Control Committee

composed of the President, Vice President, and the Secretary, is responsible for the approval/disapproval of architectural requests. The Control Committee is charged with the duty of preventing the erection of poorly designed or constructed improvements, as well as preserving the natural beauty of the community. The Control Committee may delegate its authority to a representative.

**Section 5. Revisions:** (11/93, 4/96) These Architectural Standards have been prepared by the Architectural Advisory Committee and approved by the Board of Directors to preserve the aesthetic qualities of the community and to keep the community in good repair and well maintained. These Standards will also assist homeowners in submitting requests for architectural changes to their homes and property. These Standards may be modified or changed from time to time whenever sufficient evidence is presented to the Board of Directors that warrants a re-evaluation of the Standards, or when experience gained demonstrates the necessity to reconsider a previously established Standard. Proposed revisions will be printed in the newsletter prior to being presented at a Board meeting and voted on. Homeowners will be notified of any changes to these Standards. Revisions will be included as Addenda to the current Architectural Standards until significant changes warrant a complete reprinting. The complete Standards will only be reprinted after the printing and costs of distribution to all homeowners and residents have been included in the Association budget.

## ARTICLE II – GENERAL REQUIREMENTS (9/74, 4/89, 11/93, 4/96, 08/07, 7/08, 08/17, 12/18)

**Section 1. Types of Houses:** (11/93) There are four distinct types of houses in the Newington Community Association, known as Newington Station:

Woodmere:	Colonial-style detached houses with aluminum or vinyl siding and shutters. (Cushing Ct., Finlay Ct., Godolphin Dr.)
Newington Place:	Four units in each cluster of townhouses. (Matisse Way, Eucalyptus Ct., Red Ash Ct., Dampier Ct.)
Newington Glen:	Contemporary townhouses. (Marconi Ct., Gwynedd Way, Jenner Ct.)
Newington Woods:	Colonial-style townhouses with aluminum or vinyl siding and shutters. (All other streets in NCA.)

Because Newington Station has these different house styles and the topography for each house varies, each request will be assessed individually considering the house style and the surrounding environment.

**Section 2. Maintenance:** (11/93, 7/08) Houses and detached structures must be maintained, in good repair, clean, professional looking, and in compliance with the Architectural Standards. Any worn out, rotted, or damaged areas must be repaired or replaced. All exterior repairs or replacements must be uniform to the existing exterior in color, material and style, including but not limited to siding, brick, gutters, roof shingles, wood trim, windows, and shutters.

**Section 3. Request for Approval:** (9/74, 4/89, 11/93, 4/96, 4/20) An Exterior Project Request Form must ALWAYS be submitted AND approval received before the installation and/or total replacement of any of the following major home improvements: roof, siding, brick or stone work, windows (one or more), deck, patio, porch, screened in porch, addition, enclosure, fence, and/or sidewalk.

In addition, any other exterior change to an existing building or detached structure MUST *ALSO* HAVE APPROVAL BEFORE ANY WORK IS UNDERTAKEN or materials purchased. In these Standards, the word change is defined “to make different in some particular way.” Repair means “to restore to an earlier condition; fix; mend.” If in doubt, an Exterior Project Request Form should be submitted.

In an emergency, when changes need to be made immediately, please refer to Article VII, Section 1, Application Procedures, to obtain a preliminary telephone approval.

Tentative Architectural Control Committee and Board approval for the proposed architectural plans must be obtained before applying for the Fairfax County building permit. When the Exterior Project Request Form is submitted, the plans and plat must be identical to those which will be submitted to the County.

If Fairfax County requires any changes to the plans, the revised plans must be re-submitted to NCA. Final NCA approval is contingent on Fairfax County approval of the plans and on the building permit being issued.

**Section 4. Material and Style:** (9/74, 8/07, 12/18, 4/20) Only the use of exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved. All building materials must be in accordance with Fairfax County Code.

Any exterior change to an existing building shall be compatible with the design character of the original building. Any new detached structure shall be compatible with the parent structure.

Only those areas that are painted shall be repainted; those areas that are stained shall be re-stained; unpainted surfaces and unstained areas shall remain unpainted and unstained, unless approved via an Exterior Project Request Form.

**Section 5. Fairfax County Building Permits and Miss Utility:** (9/74, 11/93, 8/17, 4/20) Approval of any project by the Architectural Control Committee does not waive the requirement to obtain County permits. All additions, modifications, and/or changes are subject to all regulations as established by the Virginia Uniform Statewide Building Code and Fairfax County Ordinances. It is the responsibility of the homeowner to obtain the necessary permits. Contact Fairfax County Land Development Services Customer and Technical Support Center at 703-222-0801 for more information on permits.

Obtaining a County permit does not waive the need for approval by the Architectural Control Committee.

The building permit number must be reported to the Community Manager before construction begins and the permit must be displayed during construction.

The permit holder (homeowner or builder) is responsible for arranging County inspections.

It is State Law that Miss Utility must be called 2 business days before ANY digging is performed. Call 811 or 1-800-552-7001; this is a free service.

**Section 6. Damage to Common Ground:** (11/93) If the common ground is damaged as a result of any construction, it must be restored to its original state at the expense of the resident who had the construction done.

**Section 7. Owner Responsible for Removal:** (4/89) Ignorance of the provisions of these Standards is no excuse for non-compliance. If any project is in progress or has been completed without the approval of the Architectural Control Committee, and subsequent approval is not granted, the owner/resident is responsible for removing the project and for any monetary loss incurred as a result of removing such a project.

### **ARTICLE III – ADDITIONS/EXTENSIONS (11/93, 8/07, 8/17, 4/20)**

**Section 1. Definition:** (8/07, 4/20) An addition/extension is a ground level add-on structure permanently attached to the house. Unlike a patio or deck enclosure, an addition/extension is intended for year-round use. For a definition of a patio or deck enclosure, refer to Article V, Section 1.

**Section 2. Notification of Neighbors:** (8/07) Applicants in the townhouses must notify the neighbors and request written acknowledgement and comments about the pending addition/extension from the two adjacent neighbors/homeowners. These comments must be submitted to the Community Manager along with the Exterior Project Request Form.

**Section 3. Fairfax County Building Permits and Miss Utility:** (8/07, 4/20) Requests for approval of additions or extensions must follow the requirements in Article II Section 5.

**Section 4. Overall Requirements:** (8/07, 8/17, 4/20) All additions/extensions must be constructed entirely to the rear of the house. Other locations will be reviewed on a case-by-case basis. All additions/extensions must meet applicable Fairfax County setback requirements.

All additions/extensions for end unit townhouses must remain 10 feet in from the side lot line and/or may not extend past current side wall of the existing structure, both applying to the side not adjacent to a house.

All additions/extensions must be rectangular or square. The foundation must be constructed to match that of the primary structure. The overall height of addition/extensions in the townhouses may not exceed one story. The addition/extension must have central air conditioning and heating.

**Section 5. Roof and Gutters:** The roof must be identical in appearance, color, and material as the roof on the primary structure. No part of the roof may block or cover existing windows on other levels of the townhouse. Gutters and downspouts will be of the same appearance and color as those on the primary structure. Drainage will be appropriate for the addition/extension and will not adversely affect neighbors. If subsequent to the construction, a drainage problem occurs, it shall be the responsibility to the homeowner who has built the addition to correct it.

**Section 6. Walls:** The room addition/extension must have three exterior walls. The exterior wall adjacent to another townhouse must meet Fairfax County fire code regulations to prevent spread of fire. Material, color, and appearance of the exterior portions of the addition/extension must match the exterior of the primary structure.

**Section 7. Windows and Doors:** Party line wall extensions may not have windows or doors on the wall facing the adjacent resident. Doors must match style and color of that on the primary structure. The addition/extension must have permanent windows which match the windows on the primary structure both in material and size. The type of trim and the paint color must match that on the primary structure. (See Article VI, Section 22 on Windows.)

Shutters, awnings, canopies, or jalousie style windows are not allowed. Having only screens with no windows is not allowed.



## ARTICLE IV – DECKS (7/90, 8/07, 8/17, 12/18, 4/20)

**Section 1. Notification of Neighbors in the Townhouses:** (8/07, 4/20) Applicant must notify the two adjacent homeowners/neighbors and request written acknowledgement and comments about the pending construction of decks that are above ground level and that are of a height such that Fairfax County requires a railing. These comments must be submitted to the Community Manager along with the Exterior Project Request Form.

**Section 2. Fairfax County Building Permits and Miss Utility:** (4/20) Requests for approval of decks must follow the requirements in Article II Section 5

**Section 3. Material:** (8/07, 8/17, 12/18, 4/20) Decks must be constructed of pressure treated wood, plastic lumber, or composite lumber. Wood may be left to age naturally, except that a clear preservative may be used. Wood may be stained a color from a preapproved list. Not all colors are allowed. A list of allowable stains is available at the NCA Office. Composite wood colors are approved on a case-by-case basis.

**Section 4. Overall Requirements:** (8/07, 8/17, 12/18, 4/20) Decks are to remain entirely behind the house. Decks must be set back a minimum of 1 foot from each side lot line for all townhouses in the inside of a row. In the case of an end unit, the deck or stairs may come to the side lot line on the side of the townhouse that has no adjacent house, but the deck or stairs may not wrap around the side. The set back on the common-wall side must be a minimum of 1 foot. Exceptions to this setback, based on construction requirements, will be considered on a case-by-case basis.

Townhouses may have a deck or a patio enclosure, but may not have both structures. The deck may be rectangular or square. Corners may be squared or angled. If angled, the corners may be cut off a maximum of 2 feet on each side.

Stairs are optional. Decks higher than 4 feet shall not be enclosed below the deck.

Privacy partitions must be in compliance with Fairfax County requirements.

When the kitchen or dining room window is replaced with a door, if the door is wood, it must be painted to match the house trim color. If the door is vinyl, vinyl-clad or metal-clad, see section on windows.

## ARTICLE V – PATIO AND DECK ENCLOSURES (11/93, 8/07, 8/17, 4/20)

**Section 1. Definition:** (8/07, 4/20) A patio and/or deck enclosure is an add-on structure permanently attached to the house with screened sides and a roof. Fairfax County classifies screened porches as additions. A patio enclosure would be a ground level structure. A deck enclosure may be first level or second level. Enclosures are not intended for year-round use and are not connected to the central air conditioning or heating system of the primary structure. A second level deck floor may not be a first level enclosure roof.

Refer to Article IV – Decks, Sections 1, 2, 3, and 4 for information on Notification of Neighbors, County Permits, Materials, and Overall Requirements.

Refer to Article III – Additions, Sections 5 and 7 for information on the roof, windows, or doors.

## ARTICLE VI – OTHER PROJECTS

**Section 1. Antennas and Satellite Dishes:** (9/74, 4/89, 6/95, 7/01, 8/07, 4/20) Installation of either a dish or antenna should be at the rear of the home, ideally on the roof, flush with the roof line, and located as inconspicuously as possible. Any other locations must be discussed with the Board of Directors.

The homeowner is required to notify the Board of Directors of the installation of any new or replacement antenna or satellite dish within 15 calendar days of installation.

**Section 2. Attic Fans and Ridge Vents:** (11/93) Any exterior portion of the fan or ventilation unit must be installed only on the rear portion of the roof. Ridge vents are allowed.

**Section 3. Awnings/Patio Covers/Patio Umbrellas:** (9/74, 4/89, 8/07, 12/18) The installation of awnings over windows and doors is prohibited within the Association. Retractable awnings over decks and patios within the Association will be considered on an individual basis.

Patio umbrellas up to 11 feet in diameter are permitted.

**Section 4. Doors and Storm/Screen Door Combinations:** (9/74, 4/89, 11/93, 8/07, 4/20) All replacement doors must be consistent with the style of the house.

In Newington Glen, any storm door must be full view. In Newington Place, all storm doors must be white and full view or colonial style. In all other sections, storm/screen doors must be colonial style or full view, and the color of the storm/screen door must be white or the same color as the existing door, shutters, or trim. Any chipping or fading of the paint requires repainting and dented or damaged doors must be repaired or replaced.

**Section 5. Fences:** (9/74, 11/93, 8/07, 12/18, 4/20) Fences may be constructed only in side or rear yards and shall not extend into the area between the street and the front building restriction line. Fences for Newington Woods end units, where entrances are not into a brick front, must not extend past the rear building restriction line.

Fences may not obstruct sight lines for vehicular traffic.

All fences must be constructed of oak, cedar, composite lumber, or pressure treated wood. A clear preservative may be used on all fences. Composite wood must be a wood tone. Wood may be stained a color from a preapproved list. Not all colors are allowed. A list of allowable stains is available at the NCA Office. Composite wood colors are approved on a case-by-case basis. Chain link, window screen material, lattice, or galvanized metal fencing is not allowed.

The following conditions require fence repair, replacement, or removal: section leaning/falling over; section loose from post; rotted boards; missing boards; significantly warped boards; missing gate; boards rotted, missing or warped in gate; gate hanging loose from post; boards painted color.

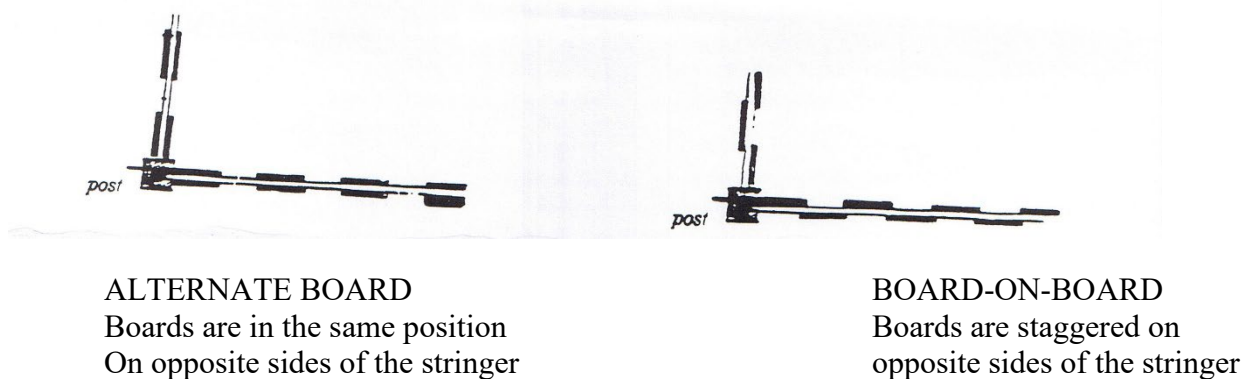
Height Restrictions for Fences:

- Fencing that divides/borders property lines between townhouses must be 6 feet in height. The rear fence may be either 4 or 6 feet in height, and end unit townhouses may use 4 or 6-foot fencing in the rear and on the side not adjoining their neighbors.
- Due to topography, heights other than 4 or 6 feet for both townhouses and detached houses will be considered on an individual basis.

Style:

- Stockade type fences (with no space between boards) of any height are not allowed. In Newington Glen, the style may be either board-on-board or alternate board. In Newington Woods and Newington Place, the style is board on board. For detached houses, 6 foot fences must be board-on-board; all other styles of wood fences will be considered on an individual basis, provided they are no taller than 4 feet.

Figure 1: Fencing Diagrams (not to scale)



**Section 6. Gutters and Down Spouts:** (11/93, 8/07) Missing, damaged, or clogged rain gutters and down spouts must be repaired or replaced. Rain gutters and down spouts with chipped or peeling paint must be repaired or replaced.

In Newington Woods, Newington Place, and Woodmere, the color of gutters and down spouts must be white, off-white or match the trim or siding color on the house. Newington Glen must have brown gutters and down spouts.

**Section 7. House Numbers:** (11/93) Missing house numbers must be replaced. House numbers must be in clear view and easily readable in case of emergency. They may not be the same color as the material on which they are mounted. Foliage obscuring the house number must be trimmed.

The house number board must be properly maintained.

**Section 8. Light Fixtures:** (1/90, 11/93, 6/95, 8/07, 12/09) All light fixtures (porch lights) must be black, white or brass. Light fixtures attached to the townhouse/single family home must be maintained in good repair. Bulbs must be white in color (with the exception of bug lights) and must be covered, i.e., no bare bulbs. Lamp posts are considered on a case-by-case basis and must have prior approval.

Porch light/motion sensor combinations may be used on the front of a townhouse/single family home provided they are in compliance with the design allowed for their particular style of townhouse/single family home and placed in the area normally used for porch lights. The light socket must not be exposed and prior approval is required prior to installation for design and location. Flood lights are not allowed on the front of townhouses/single family homes.

Flood lights/motion sensors/security lights are allowed in the rear of a townhouse/single family home (with prior approval). The arc of the light must not extend into the adjoining neighbor's yard. End townhouses may have a security/motion sensor placed on the corner of the townhouse pending approval of location and design.

**Section 9. Landscaping, Ground Cover and Yards:** (9/74, 4/89, 4/96, 8/07, 7/08, 12/09, 8/17) An Exterior Project Request Form must be completed when landscaping in the front or back yards will involve any type of materials (i.e., fencing, patios, walls, structures, lattice work, fountains, etc.) or when the topography of the land will be altered.

The yards of all townhouses and detached houses must have some type of ground cover, i.e., no bare ground, and be well maintained so as not to detract from the overall appearance of the community. Grass height must not exceed 6 inches. This does not pertain to ornamental grasses used in landscaped gardens. An ornamental hedge may be grown along the perimeter of the front yard of any lot, provided that the hedge is kept neatly trimmed to a height of not more than 3 feet. Garden bed edging must not be more than 8 inches in height and does not require prior approval. Plants exceeding 18 inches in height, including (but not limited to) ornamental grasses, flowers, shrubs, edging, and container plantings, may not encompass more than 50% of a front yard.

Typical garden statuary is permitted in the front yard, provided it is no higher than 3 feet tall. All other statuary must be placed in the back yard and be of reasonable height.

All trees and shrubs must be kept neatly trimmed. They must not obstruct sidewalks and walkways, encroach on a neighbor's lot, or obstruct vehicular sight lines. Dead trees and shrubs must be removed. Removal or grinding of tree or shrub stump to ground level is required.

Loose trash (such as newspaper, food wrappers, etc.) and leaves in yards and under foliage must be picked up and not allowed to accumulate.

**Section 10. Mailboxes:** (11/93) All mailboxes in Woodmere must conform to the United States Postal Service requirements. Damaged or rusty mailboxes must be repaired or replaced.

**Section 11. Painting/Staining:** (9/74, 4/89, 11/93, 6/95, 8/07, 7/08, 12/18, 4/20, 12/20) In Newington Glen, each cluster must remain stained the same color hue. All stains must be solid, not transparent.

In Newington Place, the two outside/end units must look alike. The two adjoining/center units must look alike.

Paint and stain colors must be consistent with the aesthetics of the community. Chipped or peeling paint must be repaired.

Brick walls of a house may be stained, but not painted. All brick, whether stained or unstained, must match including, but not limited to walls, carport, garage, and chimney. All must be of an approved color so as not to attract undue attention. Any stain product must be absorbed into the brick so as not to change the texture of the brick and must not look like a coating or paint layered onto the brick. Any stain product that contains acrylic is not acceptable. The mortar may be stained, but it must remain lighter in color than the brick. The applicant must list the manufacturer and the name of the stain product on the Architectural Request Form.

Applicants in the townhouses must notify the neighbors and request written acknowledgement and comments about the pending brick staining from the two adjacent neighbors/homeowners. These comments must be submitted to the Community Manager along with the Architectural Request Form.

**Section 12. Walls:** (9/74, 4/20) Parged foundation walls may be painted white or the same color as the existing siding.

Retaining walls may be constructed of pressure treated wood, concrete, or other materials as determined by a qualified engineer.

Walls which divert groundwater onto adjoining properties, or which otherwise substantially change the existing drainage patterns will not be approved.

**Section 13. Play Equipment:** (9/74, 4/89, 12/18) Play equipment such as swings, slides, and playhouses are acceptable, provided that such equipment is located directly behind the house. Play equipment must be maintained in good condition and in such a manner so as not to create a safety hazard or unsightly appearance and may not exceed 10 feet in total height. Private play equipment shall not be installed on common grounds. Exceptions to the height limit will be considered on a case-by-case basis.

**Section 14. Raised Flower Beds and Container Gardens:** (11/93, 8/07, 8/17, 4/20) In Newington Glen, unless landscaping timbers are used, all wood is to be stained to match the trim. In all other areas, landscaping timbers or pressure treated wood is to be used and left unpainted or unstained to weather naturally. A clear preservative may be used. Natural brick, stone, or slate may also be used. Container gardens (defined as planters in which roots are contained) are allowed, but must be well maintained and should not encompass more than 20% of the yard.

**Section 15. Roof and Shingle Replacement:** (11/93) Asphalt roofs show their age when the mineral granules wear off and black asphalt shows through. If the corners and edges of the shingles begin to crack, curl, and/or “bubble up,” this indicates the roof is deteriorating. The asphalt composition has begun to dry out and lose the elasticity that helps provide a weatherproof seal. Any roof with the above characteristics must be repaired or replaced. Loose or missing shingles must be repaired or replaced.

In Newington Glen, the roof color must remain similar to the color of the adjoining units. In Newington Place, the roof colors of the two outside/end units must look alike. The two adjoining center units’ roof colors must look alike.

**Section 16. Sheds:** (9/74, 11/93, 8/07) Sheds must not exceed 8 feet in height from ground level and only one is allowed per lot. Sheds may be erected only in the rear yard. Sheds must be placed next to a minimum 6-foot fence in the townhouse areas, and the side wall of the shed adjoining the fence should be completely screened by the fence.

A foundation of concrete or weather-resistant wood is required.

The rain runoff must be directed away from the house and not into the neighbor's yard.

All sheds must be of a color so as not to attract undue attention. Dimensions and color are subject to approval.

Sheds in disrepair must be removed, replaced, or repaired.

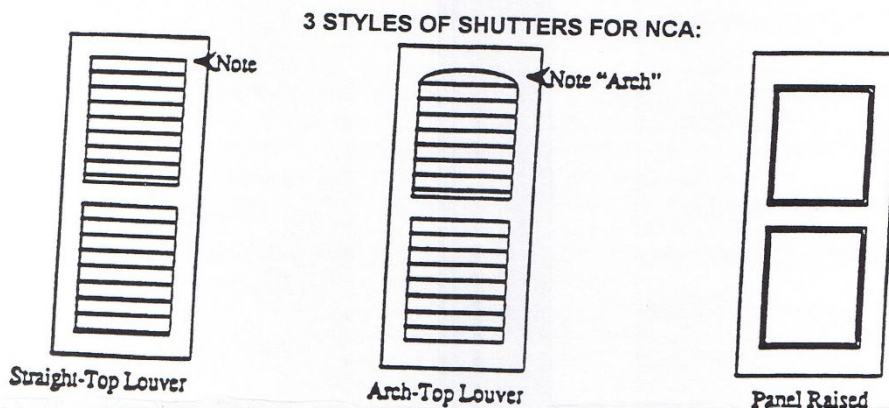
**Section 17. Shutters:** (9/74, 11/93, 8/07) Missing or cracked shutters must be replaced.

ALL WINDOW SHUTTERS ON THE INDIVIDUAL HOME MUST MATCH IN SIZE (WIDTH AND HEIGHT), COLOR, AND STYLE. If replacing all the shutters, use 14 to 16 inch widths. You must cover the original installation holes.

All door shutters are optional, but must match window shutters in style and color. Door shutters must match size of doorframe.

Only louver or raised solid panel shutters are allowed. Louver shutters may be straight-top or arch-top.

Figure 2: Shutter Styles within NCA



**Section 18. Skylights and Solar Panels:** (11/93, 8/98, 8/17) Skylights may be placed either on the front or rear of the house. The style (flat, flat with opening capability, or bubble) is subject to approval based upon the visual appearance from sidewalk/street. Solar panels, tiles, etc. should be placed only on the rear roof of the house. However, front of roof installations will be considered based on solar site assessment conducted by a *Virginia Alternative Energy System Contractor*.

**Section 19. Stoops and Lead-in Sidewalks:** (11/93, 4/96, 8/07, 12/18) Front stoops and lead-in sidewalks may be constructed of concrete, slate, paving stones, or brick and may not be painted. If the brick of a home is stained, staining of the front stoop will be considered on a case-by-case basis. They must be maintained in good condition and void of cracks or crumbling. The surface must be on the same plane; sections that have dropped or risen must be repaired or replaced. No outdoor carpeting of stoops and sidewalks is allowed. Other materials will be considered on an individual basis.

**Section 20. Combined with Section 12 Walls:** (04/20)

**Section 21. Window Air Conditioning Units:** (11/93) Window air conditioning units are permitted only in the rear of the house.

**Section 22. Windows:** (3/15, 8/17) In Newington Place, Newington Woods, and Woodmere, all windows are double hung windows, except for the bay windows which have one center picture window (not moving). The double hung window has two rectangular window sashes within one rectangular window frame. Grid patterns are Colonial and six squares per window sash. Some smaller windows are four per sash. In Newington Glen (contemporary style), window styles are either picture windows (not moving) or glider (horizontal sliding) windows. No windows in Newington Glen have mullions, grids or grilles.

Replacement windows shall be white vinyl, white vinyl-clad, or metal-clad. Window trim (wood or vinyl) must be white or blend with the existing siding color. Replacement windows in Newington Glen must be brown.

Window screens for openable windows are optional. When window screens are used, all windows on that side of the home must be screened. For example, if any window on the front of a home is screened, then every window on the front must be screened. However, the back or side of the same home is not required to have screens. Screens should match to the extent possible.

All windows on a home must match each other in style and grid pattern. If a window is being replaced by a door, the window replacement style and color scheme applies.

Owners must get approval for any style other than the original style installed as outlined in the first paragraph of this section, (i.e., changing from a double hung window with grids to a double hung without grids; any change in grid or grille pattern; going from two windows separated by a mullion to one window; etc.) Mutins (dividers/grids) will be optional although owners are encouraged to consider them.

A means of egress may only be installed in the rear of the home. Egress window approval will be based on size and placement as it relates to the existing window and proximity to homes next to it.

Definitions:

Mullion – vertical section that separates two windows that are placed side by side

Grids, grilles or mutins – dividers within a window sash. They can be permanent between the panes of glass or removable.

**Section 23. Handrails:** (8/05, 8/07, 4/20) Handrails may be approved on a case-by-case basis.

See Article II, Sections 3 & 4.

**Section 24. Holiday Decorations:** (8/07) Holiday decorations are permitted on the exterior of a home thirty (30) days prior and thirty (30) days after a major holiday.



**Section 25. Pools, Spas, and Hot Tubs:** (12/18, 4/20) All spas and hot tubs must be set on a ground-level slab behind the home, unless allowed by Fairfax County permit. Pools may only be built in the back yard of single family homes.

Requests for approval of pools, spas, and hot tubs must follow the requirements in Article II Section 5 regarding Fairfax County permits and Miss Utility.

**Section 26. Outdoor Fireplaces:** (12/18, 4/20) A non-portable, outdoor fireplace, such as a built-in fire pit or outdoor kitchen, must be constructed of steel, concrete, clay, brick, or other noncombustible material.

Requests for approval of outdoor fireplaces must follow the requirements in Article II Section 5 regarding Fairfax County permits and Miss Utility.

**Section 27. Non-enclosed Patios:** (12/18, 4/20) Patios may be built in front of or behind the house. Permeable or non-permeable pavers, bricks, slate, tile, stone, stamped or poured concrete, or other common patio materials may be used. Materials must be of an approved color so as not to attract undue attention. Patios may not be painted.

Patios must be graded at a minimum rate of 1/8" per running foot away from the house. Patios must be set back a minimum of 1 foot from all applicable lots lines. In the case of an end unit townhouse, the patio may come to the side lot line on the side of the townhouse that has no adjacent house, but may not wrap around the side.

**Section 28. Porticos:** (3/21) A portico is a structure consisting essentially of a roof, which is usually supported by columns leading to an entrance of a house. Porticos may be installed over the front or back door of houses, with the exception of those in Newington Glen. Porticos may not exceed the height of the top of the first floor and must not block any window. Shingles, colors, moldings, etc. must match existing on the house.

In the front of the house, the portico may be no larger than the width and depth of the stoop. In the rear of the house, the portico may not extend more than 6 inches on either side of the door frame and may not be more than 4 feet in depth. The portico may include columns and railings, which may be round or square, but they must be consistent with the colonial esthetics of the community. In the front of the house, the columns and railings, if used, must be installed on the stoop.

## **ARTICLE VII – APPLICATION PROCEDURES (8/07, 8/17, 4/20)**

### **Section 1. Application Procedures:** (8/07, 8/17, 4/20)

1. Exterior Project Request Forms are available from the Community Manager, on the NCA website, and/or in the monthly newsletter. See Article II Section 3 to determine when a Request Form must be submitted. See Article II, Section 5, regarding the requirements for Fairfax County permits and Miss Utility.
2. In an emergency, when repairs must be made immediately, and the repairs will include changes or the replacement of any of the major home improvements listed in Article II, Section 3, contact the Board and/or Community Manager via phone or email to obtain approval. An Exterior Project Request form must still be submitted for the project.

If the emergency repairs do not include a change or the replacement of any of the major home improvements listed in Article II, Section 3, no approval is necessary.

3. The description of the project shall include: what is to be done, height, width, length, shape, color, type materials, and/or location of the proposed project. Photographs or sketches of similar completed projects would aid the review process.
4. Depending on the type of project being proposed, also include paint samples, comments from neighbors on the proposed construction, and a plat showing the location of the project, as necessary.
5. The Architectural Control Committee will approve or disapprove the request within 30 days after the request is received, unless extenuating circumstances arise.
6. Approval is valid for 1 year from the date of approval. After this date, the request must be resubmitted.

**Section 2. Architectural Control Committee Action:** (8/17) Request forms will be processed by the Architectural Control Committee, which shall approve or disapprove the requests. All matters within the jurisdiction of the Architectural Control Committee, including but not limited to decisions on architectural proposals, shall be acted upon by the majority agreement of the President, Vice-President, and the Secretary.

In the event that they are unable to agree on any particular matter, such matter shall be referred to the full Board of Directors for decision.

**Section 3. Board of Directors' Action:** (8/07, 4/20) The Board of Directors shall approve or disapprove any request that the Architectural Control Committee has referred to the Board.

**Section 4. Notification of Action on Request:** (4/20) A copy of the approved request will be sent to the member. If a request is disapproved, either by the Architectural Control Committee or the full Board, the President shall send a letter to the member specifically stating the reasons for such disapproval, and advising the member of the right to appeal.

## **ARTICLE VIII – APPEAL PROCEDURES (8/17, 4/20)**

**Section 1. How to Appeal:** (8/17, 4/20) The member of the Association must send a written appeal to the President of the Association within 30 days of receipt of the letter of disapproval of an architectural request. The appeal shall reference the decision on the architectural request and shall state:

- The basis of the appeal with as much detail as possible;
- Whether the member desires an oral hearing before the full Board of Directors; and
- If an oral hearing is requested, the member must include the names, addresses, and phone numbers of any person(s) the member wishes to attend such a hearing. If desired, Architectural Advisory Committee members may also be called to attend the oral hearing.

If the submitted written appeal does not include any information about whether an oral hearing is or is not requested, the full Board of Directors will decide the appeal based solely on the written information provided.

**Section 2. Oral Hearing:** (4/20) Any member of the Association who has requested an oral hearing shall be entitled to bring to that hearing any person(s) to serve in whatever capacity and for whatever purpose desired. Such member of the Association may, if so desired, appear in person, but reserve the right to be represented by any designated person. Within 15 days of receipt of any appeal which requests an oral hearing, the President of the Association shall, in writing, notify the member of the time and place of the hearing. The oral hearing must be held within 45 days of receipt of the appeal.

**Section 3. Decision on the Appeal:** (4/20) Within 15 days from the close of the oral hearing or within 45 days of receipt of the written appeal, in the event such appeal does not request a hearing, the President shall, in writing, notify the member of the decision on the appeal.

The decision of the Board of Directors is final and further appeal may not be made.

## **ARTICLE IX – ASSESSMENT OF CHARGES FOR ARCHITECTURAL STANDARDS VIOLATIONS (8/07)**

The assessment of charges for Architectural Standards violations will be controlled by the Violations Procedures Policy in effect at the time of the violation.