

ARCHITECTURAL GUIDELINES

(As Updated February 2025)

1. **Application Requirement for External Property Changes/Improvements.** No Living Unit or other external structure or improvement shall be commenced, erected, placed, moved, or altered, and no exterior addition to or change in color or alteration shall be made, until a written application containing the complete plan and specifications for the project, together with such other information as may be requested by the Architectural Control Committee ("ACC"), has been submitted to and approved in writing by the ACC as to harmony of external design, color and location in relation to surrounding structures, natural vegetation and topography. See Section 10.01 of the Declaration Of Covenants, Conditions And Restrictions Of Wooded Glen, Section I (recorded in Book 6187, Page 729 of Fairfax County Land Records).

2. **Application Process.**
 - a. **Submission.** Applications must be submitted to the ACC, which can be done by either -- (1) logging on the HOA's PayHOA website (PayHOA.com) and filling out the form and downloading any supporting documentation on that site, or (2) submitting a pdf version of the application (which can be downloaded from the HOA website) with any supporting documents to the ACC by email at woodedglen1acc@gmail.com. In general, applications should be submitted at least thirty (30) days before the project is expected to start.

NOTE: Notice of your application will be provided to your surrounding neighbors. The notice will include a copy of the application and supporting documents. Please do not include any cost or other financial information in your submission that you do not want made public.
 - b. **Content.** Applications must contain a detailed description of the changes to be made (including the dimensions and materials to be used), along with any applicable drawings, diagrams or pictures. The application shall, where applicable, also clearly indicate the location of existing structures, and property boundary lines.
 - c. **Misrepresentations.** Misrepresentations of any item made in an ACC application or by the applicant(s) during the application process, either oral or written, may void ACC approval.
 - d. **Application Review.** The ACC will conduct a preliminary review of each application to ensure that it is complete and contains all needed information. Additional information may be requested as needed. In general, the ACC will endeavor to issue a decision on an application within seven (7) days of receipt of an application (or, if later, the receipt of any requested information for the application).
 - e. **Rejected Applications.** The ACC will provide an explanation of the deficiencies in a rejected application. The owner will be afforded an opportunity to discuss the application with the ACC and submit additional documentation or other information in support of its request. The owner may also request an exception or waiver. The ACC will separately review and issue a decision as to any separate exception or waiver request.

3. **Work Implementation/Process.**

- a. **Commencement.** No work on the proposed changes, additions or improvements may commence until the ACC has approved the corresponding application in writing. Unless Fairfax County or other government approvals are needed, work may commence upon receipt of ACC approval.
- b. **Completion.** The project must be completed within six (6) months of ACC approval and must be done in a way that does not unreasonably disturb or interfere with neighboring units. Applicant is responsible for the timely removal of any debris resulting from the construction.
- c. **Compliance with Building Code and other laws.** Construction must also meet all zoning, building codes and laws of the County of Fairfax. Approvals granted by the ACC shall not be construed as a waiver or modification of any such code or law.
- d. **Utility easements.** Where applicable, utility easements are to be marked before any excavation is started. This service is provided free of charge by agencies involved and is required in order to provide for your safety. For locations of underground telephone, electric, cable TV, gas, water and sewer lines, REMEMBER - 48 HOURS BEFORE YOU DIG - CALL "Miss Utility" at 1-800-552- 7001 or dial "811." There is a county fine if underground cables or conduits are severed or otherwise damaged.

4. **Specific Rules for Applications for Listed Projects.** Set out below are specific requirements and considerations for the following project/change applications:

- a. **Fencing applications.** Fencing is considered an appropriate addition at the discretion of the individual homeowner. All new fence construction must conform to the following:
 - (i) It must be constructed along the property lines with the sides of the fence extending no more than four (4) feet forward of the rear of the house (unless the ACC grants an exception);
 - (ii) fences may be constructed of wooden or ACC-approved composite materials, and not exceed six (6) feet in height;
 - (iii) chain-link and wire-only type fencing will not be considered; and
 - (iv) all fencing must be maintained, intact, and in good repair at all times. The application must reflect that the materials, construction design and color is consistent with that of the house.
- b. **Decking applications.** All decking is to be confined to the rear of the house. A small wrap-around deck along a portion of the side of the house will be considered. The construction design must be approved by the ACC. Applications for deck construction will be reviewed as to size, location, specifications, and general conformance with governing documents. NOTE: It may also be necessary to obtain a building permit for substantial decking changes or replacements.
- c. **Swimming pool applications.** Pool construction will meet the specific codes of Fairfax County. The construction design must be addressed in the application.
- d. **Exterior antenna applications.** Subject to the provisions of 47 C.F.R. § 1.40001 ("the FCC rule"), applications for antennas to be used for the purposes described in the FCC rule will generally be approved by the ACC as a matter of course provided: (i) the receiving antenna shall not exceed one meter in diameter or diagonal measurement, (ii) the antenna must be placed no closer to the front of a lot than the mid-point between the front and the rear of the principal residential structure on a lot, and (iii) a supporting mast for an antenna must be no higher than necessary to avoid the impairment of the use of such antenna. Further, an antenna must be harmonious with the external design, color

and location in relation to surrounding structures, natural vegetation and topography. The installation of any other antennas continue to be subject to prior ACC approval.

- e. Roofing and siding repair/replacement applications. All applications involving changes to roofing materials and siding materials must be visually and substantively uniform with existing materials. Combinations of materials (e.g., the use of combinations of vinyl siding and metal siding on a structure) is prohibited.
- f. Outdoor lighting applications. Free standing outdoor lighting fixtures must use lamp sources that comport with the requirements of the Fairfax County Zoning Ordinance (OUTDOOR LIGHTING STANDARDS, Section 5109). Unless the ACC grants an exception, lamp sources must be of a warm color, a Correlated Color Temperature (CCT) between 2100°K and 3,000°K, with a lamp intensity of 1000 lumens or less.
- g. Shed applications. Sheds may only be erected in the rear of residence and must not be visible from the sidewalk. A shed may be blocked from view with natural vegetation such as shrubs, plants, and/or trees. The exterior of the shed cannot be constructed of metal. Composite (plastic and/or PVC) or wood exteriors are acceptable. The exterior color of the shed must be consistent with color scheme of neighborhood. Sheds cannot exceed 8 ft x 12 ft x 9 ft tall. Any county guidelines must also be followed.
- h. Garage door applications. An application to replace a garage door must reflect that the design, materials and color of the proposed replacement door is consistent with that of the house. The replacement door may be made of either wood or metal. Unless the ACC grants an exception, slide-to-side, side-hinged and tilt-up canopy or retractable doors may not be used.
- i. Front door applications. An application to replace or make any other change to a front door must reflect that the design, materials and color of the proposed replacement door or other change is consistent with that of the house. French and sliding doors are not permitted.
- j. Window replacement applications. An application to replace a residence's windows must reflect that the design, materials and color of the proposed replacement windows are consistent with that of the house. All windows on the front of the side of the house (other than picture and master bath windows) must have grids. Unless the ACC grants an exception, sash windows must be used, other than in (i) the kitchen where casement windows generally must be used and (ii) the master bath where an awning or sliding window may be used with ACC approval.
- k. Live tree removal applications. Live hardwood trees measuring in excess of six (6) inches in diameter may not be removed from any lot without the prior written approval of the ACC. The following factors are relevant: (i) The tree's health and whether there is a danger of falling; (ii) the tree's proximity to existing structures and whether it interferes with utility or other infrastructure; (iii) whether the tree adversely impacts the use of the property; (iv) whether removal would allow for reasonable use, enjoyment, development of the property; (v) The tree's age and size, whether its size is appropriate for the area in which it is located and whether removal would encourage healthy growth of other plants

in the area. The ACC will consider the effects of removal (including the impact on shade, privacy, and visual beauty) and may require soil erosion, surface water flow or other appropriate mitigation. NOTE: The logs and branches of any cut-down trees located within the Chesapeake Bay Resource Protection Area should be left in the common area at the rear of their property. Further information on these requirements can be found at <https://www.fairfaxcounty.gov/landdevelopment/faqs-resource-protection-areas>.

I. Solar energy device applications.

A. Basic guidelines:

- (i) Solar energy collection devices to include, but not limited to rooftop solar panels and/or solar roof shingles (collectively referred to as “devices”) must be installed by a licensed and insured electrician or contractor in accordance with Fairfax County requirements. NOTE: Fairfax County approval is required prior to system installation and upon installation, Fairfax County approval is required to begin system operation ("Permission To Operate"). To ensure that there is adequate time for review, an ACC solar project application should be submitted in advance of or simultaneously with the Fairfax County installation application submission. ACC approval does not supersede the required Fairfax County permissions to install or operate the solar panels.
- (ii) The frame color of devices shall be black, or match or be compatible with the roof color. The devices shall have a low profile and lie flat on the roof, parallel to any roof ridges and/or edges. Devices are limited to existing rooftop and not on any other structure or property on the owner’s lot. Upon installation, devices may not be moved or adjusted without prior ACC approval. All cabling must be hidden from plain sight. A digital color photograph of an actual similar home installation by the contractor should be included in the ACC application.

B. Solar energy collection variances: If an owner’s application does not conform with the restrictions set forth in A. above, the owner may request that ACC grant a variance from the restrictions if, and only if, the restrictions in this policy for that particular Lot: (i) Increase the cost of installation of the solar energy collection device on the Lot by five percent over the projected cost of an installation if the restrictions were not in place; or (ii) reduce the energy production by the solar energy collection device by 10 percent below the projected energy production of an installation on the Lot if the restrictions were not in place. The owner shall provide documentation prepared by an independent solar panel design specialist, who is certified by the North American Board of Certified Energy Practitioners and is licensed in Virginia, to the ACC that one or both of these criteria is met as part of any request for a variance for ACC review.

5. **Other ACC Rules/Requirements.**

- a. For sale/rent signs. One (1) temporary for sale or rent sign that is not in excess of two feet square may be erected on the front lawn of a lot. Any such sign must be removed within three (3) days following the date the sale agreement is settled or the rental agreement is signed.

Approved by vote of the Architectural Control Committee, effective as of February, 2025.

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