

DUNN LORING VILLAGE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
CHARTER

1.0 PURPOSE

The purpose of the Architectural Control Committee (ACC) is to conserve the natural beauty of the subdivided property in Dunn Loring Village, to ensure its best use and most appropriate development, and to prevent the erection of poorly designed or constructed improvements. In general, the objective of the ACC is to preserve and promote good order, health, safety, and general welfare within all property under the jurisdiction of the Association.

2.0 SOURCE OF AUTHORITY

The "Declaration of Covenants, Conditions, and Restrictions" establishes the rights of each homeowner to the use of the property, limitation of homeowner rights, and obligations as a member of the Association. The Declaration also establishes the purpose, structure, and authority of the ACC.

3.0 REFERENCES

Deed of Dedication and Declaration of Covenants, Conditions and Restrictions, Article VI - Protective Covenants and Restrictions, for Dunn Loring Village Homeowners Association.

4.0 ARCHITECTURAL CONTROL

Architectural Controls are important regulations for a community with attached dwellings. These regulations are established to preserve the integrity of the original community design and color compatibility. An important part of the Association's work is done by the ACC. This committee develops guidelines in accordance with the Association regulations and Fairfax County Ordinances, and approves or disapproves plans submitted by homeowners for improvements to their property or the common area. The ACC also acts as the final authority in the interpretation and enforcement of Article VI. All exterior modifications to homeowner property or the common area are within the jurisdiction of the ACC.

5.0 ORGANIZATION

The ACC consists of three board members: The president, the vice president, and the secretary of the Homeowners Association Board of Directors. Each member of the ACC has equal voting power. The ACC has the responsibility to ensure that Article VI of the Declaration of Covenants is observed by the homeowners.

The ACC may appoint an individual to act for the Committee. This individual may or may not be a member of the Homeowners Association Board of Directors. The designated individual, hereafter called the ACC Representative, will perform all tasks which are delegated by the ACC. The ACC Representative will have the right to form a committee for assistance in the performance of duties; however, only the ACC or the ACC Representative will have Association authority to formally address homeowners on any issues.

The ACC will provide the ACC Representative with a copy of Article VI of the Declaration of Covenants, and a copy of the ACC Charter which contains operating procedures, and guidelines to assist in the performance of ACC-related tasks. Any task or issue which is not clearly covered by the above documents will be brought to the ACC for resolution.

The ACC has the responsibility to ensure the operating procedures and guidelines of the Charter are kept current. The ACC Representative will identify and recommend revisions for ACC approval as discussed in Sections 6.0 and 7.0, below.

The ACC has the responsibility to monitor the actions of the ACC Representative and the Representative's Committee. The ACC has the right, upon majority vote, to elect a new ACC Representative at any time during the term of the ACC.

An organizational chart of the ACC in relation to the Homeowners Association is provided in Figure 1.

6.0 OPERATING PROCEDURES

The ACC has adopted standard operating procedures to provide uniform treatment to homeowners when reviewing submitted plans, responding to homeowner complaints, and enforcing regulations.

These operating procedures will be reviewed and updated at least once per year. The ACC Representative will carry out that review and provide recommended revisions of the operating procedures to the ACC. The following operating procedures are to be followed by the ACC Representative.

6.1 REVIEW OF PLANS FOR IMPROVEMENTS

- a. Plans must be submitted in writing to the Association by the homeowner or by a representative designated by the homeowner.
- b. Plans must provide the following information:
 - A sketch, drawing, or photograph of the improvement.
 - A written description of the specific type of material(s) of which the improvement shall be constructed.
 - The dimensions of the improvement.
 - The color of the improvement (if applicable).

- c. A site inspection shall be conducted by the ACC Representative or a designated individual from the Representative's Committee to check the plan for correctness. Following the completion of an improvement, the ACC Representative or the designate will conduct a second site inspection. If the improvement is not in accordance with the plan, the ACC Representative will disallow the improvement until acceptable corrections are made to either the improvement or the plan. Revisions to plans must be resubmitted in writing to the ACC.
- d. The criteria used to approve any plans must be in accordance with Article VI of the Declaration of Covenants. The written guidelines provided by the ACC (Section 7) shall be used to assist in the interpretation of Article VI. Any items which are not clearly explained by either of the above documents must be formally resolved by the ACC. It is the responsibility of the ACC Representative to provide written details of all questionable plans to the ACC.
- e. The approval or disapproval of requests will be made, and the decision mailed to the homeowner within ten working days of the receipt of the plan by the Association. Any delays from the above schedule shall require a written notification from the ACC to the homeowner explaining the delay.

6.2 RESPONDING TO HOMEOWNER COMPLAINTS AND ENFORCING REGULATIONS

Occasionally, homeowners will report violations of Article VI or other complaints. Those complaints must be submitted in writing to the ACC. It is the responsibility of the ACC (via the ACC Representative) to respond to these complaints which are under ACC jurisdiction in a reasonable and timely fashion. The following procedure shall be used.

- a. A letter will be mailed to violators of Article VI. The letter shall describe Association regulations which are applicable to the complaint. The ACC will assume, on the first offense, that the homeowner is not aware of the Association regulations which apply to the situation.
- b. Should violations of Article VI continue, the ACC may choose to enforce the Declaration of Covenants by a proceeding at law. The decision will be based on the severity of the violation. The enforcement of regulations in this manner must be carried out by the ACC, not the ACC representative. It is the responsibility of the ACC representative to provide information to the ACC concerning the severity of the violation and the recommended enforcement measures.

Note: The ACC must obtain the approval of the Board of Directors prior to the allocation of Association funds for legal actions. Should the ACC or the Board of Directors decide that the Association does not wish to pursue a legal action, any homeowner in the

Association has the legal right by Article VII of the Declaration of Covenants to pursue a legal action against the violator. The ACC should not become involved in legal actions between homeowners.

6.3 MAINTAINING PROPER FILES

The ACC Representative will keep organized files of all correspondence and plans which are submitted by homeowners. In addition, copies of all correspondence sent to homeowners by the ACC will be maintained in the file. The arrangement of these files will be left to the discretion of the ACC Representative. These files will be surrendered to any member of the ACC upon request. These files will not be open to homeowners or other individuals without ACC written approval.

7.0 GUIDELINES

The following guidelines should be used by the ACC Representative to supplement the regulations established in Article VI of the Declaration of Covenants. The guidelines are based on the interpretation of Article VI and will be used to provide uniform application of decisions. These guidelines will be reviewed and updated at least once per year. The ACC Representative will carry out that review and provide recommended revisions of these guidelines to the ACC.

7.1 FACTORS WHICH AFFECT THE DESIRABILITY OR SUITABILITY OF PROPERTY IMPROVEMENT

- a. Harmony of building material with existing or planned structures.
- b. Color coordination of improvements with existing or planned structures.
- c. Harmony in style of design of improvements with existing or planned structures.
- d. Quality of construction of improvement to ensure safety of persons using common areas.
- e. Topography grading which affect the adequate drainage of rain water.

7.2 LIMITATION OF USE OF PROPERTY

- a. Lots may be used for residential purposes and for professional offices.
- b. The manufacture of goods for sale may not be accomplished on the property.
- c. The distribution or warehousing of goods for sale may not be accomplished on the property.

- d. Fairfax County zoning ordinances shall be followed.

7.3 FENCES

- a. Fence material shall be of natural wood and unpainted. The recommended material is pressure-treated fir or natural cedar.
- b. Fence style shall be alternating vertical board-on-board. The board spacing shall approximate that of the original fence installed by the builder.
- c. Fences shall be a height equal to the original fence installed by the builder or six feet.
- d. Fence posts shall be installed at least two feet into the ground and preferably anchored with concrete.
- e. Caps should be installed on fence posts to preclude water from entering the top of the post, freezing, and splitting the post. Caps are not required, but their use will be recommended to homeowners.
- f. Fence posts and boards along the common area which warp out of a vertical plane by more than 6 inches shall be corrected by the homeowner, or the fence will be corrected by the ACC at the homeowner's expense. The homeowner shall be allowed 90 days to correct the above discrepancy after written notification of the violation by the ACC.

7.4 OTHERS

Miscellaneous outdoor home improvements such as shutters, storm doors, awnings, and lighting fixtures may be installed by homeowners to complement or replace existing fixtures. These improvements shall be aesthetically consistent with the surrounding property. That is, the color, size, and design of improvements should not deviate from that of the existing dwellings. Other items such as window air conditioners, solar panels, decks, etc., will be handled on a case-by-case basis with final decisions made by the ACC.

Article VI of the Declaration of Covenants describes all the specific regulations of the Association which are relative to architectural control. Problems with interpretation of these rules must be brought to the ACC for resolution. At such time, the ACC will revise the above guidelines as required to meet the needs of the ACC Representative.

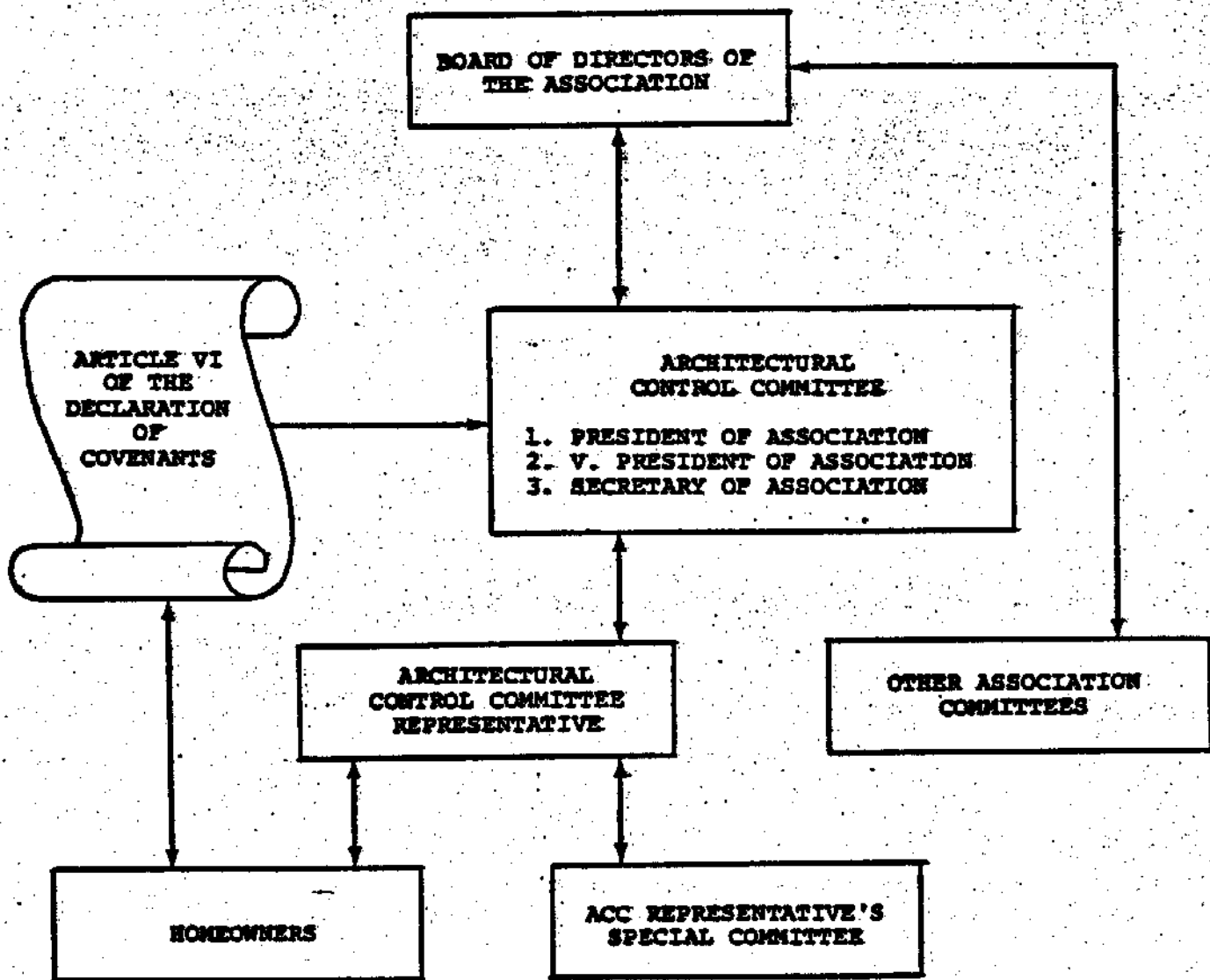


FIGURE 1 - ORGANIZATION CHART FOR ARCHITECTURAL CONTROL COMMITTEE AND FLOW OF INFORMATION