

**HOMEOWNERS ASSOCIATION
RESIDENT HANDBOOK**

HUPP'S RIDGE
HOMEOWNERS ASSOCIATION
TOWNHOMES

Prepared By:

*Hupp's Ridge Homeowners Association
Adopted July 2006*

Below are two new amendments to the Community Handbook that was adopted by the Board of Directors at the October 2010 Board Meeting. The change is in relation to Solar Panels and Clotheslines and reads as follows:

Solar Panels - "Location and Installation of solar panels, will be approved on a case by case basis, due to topography, vegetation and proximity and impact to neighbors."

Clotheslines – "Clotheslines will be permitted in the rear yard only and will require approval of the ARB prior to installation."

Decks – Materials: Decks may be made from artificial wood like products, such as Trex, or high quality pressure treated wood (#2 southern yellow pine or better for structural members and #1 or better for deck railings and stair stringers). White vinyl or vinyl matching the trim color of the house may be used for deck railings and other structural components

Please retain these changes to the Community Handbook with your other Homeowner Association documents.

If you have any questions, please contact your community manager at Coventry Group Community Management – 540-535-0816 or email us at contactus@coventrygrp.com

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SECTION I

Introduction

All residents benefit from the planning and design that have been an important part of the development of our community.

The purpose of design guidelines is to assure residents that the standards of design quality will be maintained. This in turn protects property values and enhances the community's overall environment.

This booklet is designed to address exterior alterations made by homeowners to their property.

Declaration of Bylaws

The authority for maintaining the quality of design in the community is founded in the Bylaws, which are a part of the deed to every property. The bylaws establish both a Homeowners Association and the necessary committees.

These Bylaws are binding on all homeowners, current and future. These Bylaws need to be fully understood by each homeowner.

SECTION II

Objectives

The overall objective of this document is to serve as a guide to both the members of the Architectural Review Board and unit owners in maintaining and enhancing a carefully designed environment. These guidelines and standards address improvements for which unit owners will most often submit applications to the Architectural Review Board. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community.

The specific objectives of this booklet are:

- Not intended to be all inclusive or exclusive but rather serve as a guide -

- To assist homeowners in preparing an acceptable application to the Architectural Review Board.
- To increase homeowner's awareness and understanding of the Bylaws.
- To describe the organization and procedures involved with the architectural standards established by the Bylaws.
- To illustrate basic design principles, which will aid unit owners in developing exterior improvements that are in harmony with the immediate neighborhood and community as a whole.

- To provide uniform guidelines to be used by the Architectural Review Board in reviewing applications in light of the goals set forth in the founding documents of your community and the actions of the Board of Directors.

SECTION III

All exterior alterations require the approval of the Architectural Review Board:

Architectural Modifications Requiring Architectural Review Board Approval

All improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Unit, permanently or temporarily, or the exterior appearance of one's property must be approved by the Architectural Review Board. Once a plan is approved it must be followed or the Architectural Review Board must approve a modification unless otherwise specified in this document.

Each application is reviewed on an individual basis. There are not any "automatic" approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct a deck or fence identical to one already approved by the Architectural Review Board is still required to submit an application.

SECTION IV

A sample of the form, which must be used in applying for approvals, is attached as Exhibit "A". Generally, the following items should be a part of every application.

Architectural Submissions Format

A Site Plan

A site plan is most easily prepared by submitting a copy of the house location plat. Proposed changes should be indicated including dimensions and distances from property lines.

Material and Color

Specify materials and provide samples of the colors to be used as well as an indication of the existing colors and materials. Where materials and/or colors are compatible but different from those of the existing structures, samples of color chips should be submitted for clarity.

Drawings and Photographs

A graphic description should be provided, and may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal.

If appropriate, plans or provisions for landscaping or grading, etc., should be shown as they affect the applicant's house and as they relate to adjacent houses. In any case, the sketch or photograph should be accompanied by a written description.

Review Procedures

All applications should be submitted to the Architectural Review Board by sending it to the management company. The application will be reviewed for completeness. If the application is complete the review process may begin. If not, the application will be returned to the homeowner for additional information. The Architectural Review Board has forty-five (45) days to review a completed application. The decision of the Architectural Review Board will be sent by letter to the applicant's address by the management company. Failure of the Architectural Review Board to act upon any request submitted to it within forty-five (45) days from date received by the managing agent shall be deemed to have been approved as submitted. The committee will meet as necessary to review applications within the forty-five day time frame.

Appeal of an Architectural Review Board Decision

An appeal procedure exists in the event that a homeowner disagrees with the Architectural Review Board's decision. To initiate the appeals procedure, the applicants or other affected residents must submit a written request for an appeal within twenty (20) days of the applicant receiving the Architectural Review Board decision. The appeal will be referred to the Board of Directors for review.

SECTION V

Architectural Review Board Review Criteria

The Architectural Review Board evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application and design.

Validity of Concept

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

...When in doubt, contact the Architectural Review Board through the Management Company...

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.
Location and Impact on Neighbors	The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage.
Scale	The size of the proposed alteration should relate well to adjacent structures and its surroundings.
Color	Color may be used to soften or intensify visual impact. The colors used should be the same as those used on the existing exterior.
Materials	Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. Fences and decks must be constructed with pressure-treated, unpainted lumber.
Workmanship	Workmanship is another standard, which is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Besides causing the owner problems, poor workmanship can be visually objectionable to others and can create safety hazards.
Timing	Projects and removal of all excess building materials are to be completed within three months from date of approval; otherwise it could become a nuisance and safety hazard for neighbors and the community. Damage done to common area and/or neighboring lots shall be repaired as soon as possible and no later than the completion of the project.
SECTION VI	
Enforcement Procedures	The following procedures will be taken by the Architectural Review Board to enforce the rules and regulations as set forth in these guidelines:

...When in doubt, contact the Architectural Review Board through the Management Company...

1. All owners and residents of Hupp's Ridge shall comply with all the provisions of the Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, the Bylaws and all Rules and Regulations. Failure to comply with the aforementioned documents shall be grounds for an action to recover damages or for injunctive relief, for suspension of voting rights, for foreclosure of liens or any other legal or equitable relief deemed appropriate.

- An appeal must be submitted in writing within twenty days -

- In the event any rule or regulation of the Hupp's Ridge Association is violated, the owner shall be notified of the violation by certified mail, return receipt requested. Notice shall be sent to the address shown on the books of the Management Agent.
2. If the owner is a non-resident, a copy of the violation notice shall also be sent to the tenant, at the unit address, by first class mail.
 3. The owner shall have the right to appeal any violation citation. The request for appeal must be submitted in writing, and received in the offices of the Management Agent within twenty (20) days of receipt of the violation notice.
 4. In any instance where the violation presents a health or safety hazard, the Management Agent may take immediate action, at the owner's expense, to correct the violation. Notification to the owner of the action taken and the costs incurred will be made by certified mail, return receipt requested.
 5. In the event the owner does not bring the violation into compliance within twenty (20) days, or submit a request for appeal within twenty (20) days of the date of receipt of the violation, the Board of Directors may proceed with enforcement procedures as indicated in the Bylaws.

Please note that failure of the Architectural Review Board to enforce any provision, covenant, restriction, or rule and regulation shall in no event be deemed a waiver of the right to do so thereafter.

...When in doubt, contact the Architectural Review Board through the Management Company...

SECTION VII

Guidelines

It is the unit owner's responsibility to secure proper building permits and to ensure that plans conform to town guidelines.

- Contact "Miss Utility" before digging -

The association guidelines, which follow, address a broad range of exterior alterations for which homeowners frequently submit an application to the Architectural Review Board. It would be impossible to address each specific design condition. As a result, these guidelines present the principle factors, which should be considered when developing a design. More specifically, these guidelines define the limits to size, quality of construction, location, materials and color based on the intended use and relationship to adjoining properties rather than focusing on a particular construction detail or a specific design alternative. As stated earlier, all projects are to be completed within three months from date of approval.

The Architectural Review Board will always consider the individual merits of each application. The use of these guidelines should assist the unit owner in gaining timely Architectural Review Board approval. The applicant who follows the guidelines should expect approval or rationale as to why the application was not approved.

Note that "Miss Utility" should be contacted for location of cables and/or pipe work prior to any digging when constructing decks, fences, etc.

These guidelines should in no way restrict the homeowner in the design of a well thought out alternative approach.

Amendments to the
Architectural Review Board
Guidelines

The Architectural Review Board will try to conduct an annual evaluation to determine if the guidelines need to be amended. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines.

1. Fences

Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and properties of adjacent homeowners.

...When in doubt, contact the Architectural Review Board through the Management Company...

Fencing should be compatible with the applicant's house, but it should also be appropriate for its intended purpose. Chain link fencing or wire fencing of any kind is prohibited.

Fences must acknowledge all applicable easements. Side yard fencing will not be permitted on end unit yards except for those units for which an access easement borders the property along the proposed fence. For those units, the fence may not be erected beyond the side kitchen window. No front yard fencing is permitted. Fences must be the same style as the builder / Association has initiated. Fencing must be six (6) feet high on all perimeters.

Any enclosed fence must have a gate that opens to an easement or common property. Gates must have the same architectural design as the fence and must be no less than thirty-six (36) inches or more than forty-eight (48) inches wide. Residents must allow open access to the backyards of the units whenever necessary for repairs or any inspections.

2. Storage Sheds

Storage sheds can aesthetically affect both individual property and the neighborhood. As a result, all storage sheds should be compatible with both the architecture and landscape surrounding the house.

The shed should be designed to appear as part of the house/landscaping/fence theme and may be part of a deck. Building materials must correspond to design theme, including color.

The shed must be designed to respect the "visual rights" and aesthetic interests of neighborhood properties and must not be higher than six (6) feet, nor longer than six (6) feet on any side, and must be located within a properly fenced yard. For units without an enclosed fence, the shed may not extend beyond the privacy screen. Sheds must be placed within twelve (12) inches of a fence or privacy screen.

Applicants should review fence and shed design criteria with respect to visibility, privacy and materials prior to design.

Patios and decks must be located in rear yards. When patio

...When in doubt, contact the Architectural Review Board through the Management Company...

3. Decks and Patios or deck schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of these guidelines should be consulted prior to application.
- a. Decks All decks are to be of unstained, unpainted, pressure treated wood. No solid screening will be allowed. Applications must include a site plan showing size of deck, location as it relates to applicant's house, and a description of the details of railings, trellises, posts, stairs, steps, benches, etc. as required to clearly describe the proposal. Please include the height of deck off the ground.
- Clear preservatives will be allowed. Tinted preservatives must be approved prior to application.
- b. Patios Rear yard, ground level patios need not have Architectural Review Board approval if they are contained within a 6-foot privacy fence and gate. Otherwise, it must have Architectural Review Board approval.
4. Arbors, Trellises, and Privacy Screens Arbors in front yards are not allowed. Trellises are subject to approval by the Architectural Review Board.
- The Architectural Review Board may approve lattice privacy screening on decks if it replaces previously installed deck dividers.
- Screening may not be installed as a free standing wall or as a fence
 - Lattice work must be installed with framing
 - Lattice work must be incorporated as a part of the overall deck design and connected to the unit
 - Latticework may not be installed in place of deck railing.
 - No solid screening will be allowed.
- Any request for screening will be reviewed on a case-by-case basis and should be incorporated into the overall design of the deck or patio. In general, the Architectural Review Board must approve anything of this nature.
5. Storm and Screen Doors / Windows All storm doors must be approved by the Architectural Review Board. No plastic covering will be permitted on the exterior (outside) doors or windows.

...When in doubt, contact the Architectural Review Board through the Management Company...

- a. Doors Front storm doors must be single piece (no division), full view, straightforward, uncolored glass.
- Storm or screen doors must be white.
- b. Windows Storm and screen window frames must match the trim of the house. White replacement windows will be allowed. Window screens are the responsibility of the residents or the owners. Screens must match the window trim.
6. Sun Control Devices Awnings, trellises or other sun control devices must be approved by the Architectural Review Board.
7. Recreation and Play Equipment All recreational and play equipment including basketball hoops are restricted to rear yards only and may not exceed six (6) feet in height. Recreational and play equipment must be approved by the Architectural Review Board. The general rule is to require fencing to screen the equipment from the view of neighboring property owners. The Architectural Review Board may waive this policy for units which have no adjoining property owners to the rear of their lot, or for those who have written consent that the equipment will not be objectionable to neighboring property owners.
- All exterior play equipment must be well maintained. No peeling, rusting, falling apart, or extremely faded equipment will be permitted.
- Any and all toys, bikes, etc. must be stored in the backyard areas when not in use.
8. Major Exterior Changes If a major alteration is approved by the Association, then all of the submission rules for applications must be followed.
9. Antennas No exterior antennas or satellite dishes for transmission or reception of radio or television signals shall be erected or permitted on the property without prior approval from the Architectural Review Board. All exterior antennas or satellite dishes must be located on the roof of the dwelling.
10. Dog Houses and Runs No pets may be chained or leashed anywhere on the property, except within a fenced rear yard, or so that the animal cannot roam beyond the bounds of the privacy screen for yards without a fence.

...When in doubt, contact the Architectural Review Board through the Management Company...

- Dog houses must no larger than four (4) feet tall or four (4) feet on any side. No chain-link or other open dog kennels are permitted.
11. Outside Lighting and Electronic Insect Traps Electronic lighting should be chosen so as not to light up any area beyond that of the applicant's property. Cases of darkened common areas should be brought before the Board. Electronic insect traps shall not be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or his guests.
12. Exterior Painting All exterior color changes must be approved by the Architectural Review Board. Repainting or staining any portion of a building exterior to match its original color need not be submitted.
- Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures.
13. Flagpoles Homeowners wishing temporary flagpole staffs, which do not exceed six feet (6') in length and are attached at an incline to the front wall or pillar of the house or dwelling unit need not have an application.
14. Barbecue Grills Barbecue grills should be placed in the rear of the house and as far as practical from the adjacent property lines.
15. Compost Piles Compost piles are prohibited.
16. Hot Tubs/ Pools Plans for hot tubs must be submitted to the Architectural Review Board. A Copy of Town approval should be submitted with detailed plans for hot tubs. Hot tubs will only be permitted within completely enclosed fenced yards.
- All full size pools are prohibited. Kiddie pools are allowed in rear yards only and may not contain water when not in use.
17. Clotheslines No clotheslines will permitted on any property. No clothes shall be washed, dried, or hung on the outside of any unit at any time.

...When in doubt, contact the Architectural Review Board through the Management Company...

18. Gutters and Downspouts Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties. The owners must maintain gutters and downspouts.
19. Attic Ventilators Attic ventilators or other mechanical devices requiring penetration of the roof will be allowed with prior approval.
20. A/C Units No window mounted A/C units will be permitted.
21. Trash Trash shall be collected and stored in covered trash receptacles and not solely in plastic bags. The storage of trash cans and/or recycling bins in the front of any unit is prohibited.
- Containers shall not be placed on the curb for pickup earlier than the evening prior to the day of pickup. Trash receptacles shall not remain in public view except on days of trash collection.
- No accumulation or storage of litter or trash of any kind shall be permitted on any lot.
- Each resident is responsible for picking up litter on his property and preventing windblown debris from originating from his Unit.
- No** dumping or littering is permitted anywhere in Hupp's Ridge. Anyone witnessing dumping or littering is encouraged to report this action to the **managing agent** and the **Strasburg Police Dept.**
22. Firewood No firewood shall be stored on the outside of the property at any time.
23. Real Estate Sales/Rent
 and Miscellaneous Signs Except for those signs related to real estate sales and construction, no sign, advertisement, or message other than for identification purposes shall be displayed which offers or implies commercial or professional services.
- Real estate signs must meet Town regulations with respect to size and content. Signs may only be placed in the yard of the property advertised or the common area curb grass in front of the property. Homeowners will be limited to one sign per property.

...When in doubt, contact the Architectural Review Board through the Management Company...

All signs must be removed within seventy-two (72) hours of contract acceptance.

Real estate open house signs will be permitted on common property only between Saturday 9:00 AM and Sunday 5:00 PM. Any sign standing beyond approved hours will be removed.

All miscellaneous signs, including but not limited to yard sales, etc. must be put up no sooner than forty-eight (48) hours prior to and taken down no later than twenty-four (24) hours after the event.

24. Landscaping

No tree, hedge, or shrub shall be maintained in such a manner as to obstruct sight lines for vehicular traffic.

All shrubbery must be maintained. Flowerbeds shall be maintained free of weeds. Any dead plants must be removed or replaced with a similar plant.

Consideration should also be given to type of trees to be planted, specifically with regard to size of mature trees, and how the roots will affect water lines and underground cables, etc. No trees shall be planted without prior approval of the ARB.

If such plantings result in complaints by neighbors, the Architectural Review Board will consider appropriate measures to resolve the problem.

Applications, when required, should include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

If such plantings result in complaints by neighbors, the Architectural Review Board will consider appropriate measures.

An application IS NOT REQUIRED for landscaping which meets all of the following conditions:

- a. Size does not exceed ten (10) feet by ten (10) feet-areas larger than this must be enclosed within a properly fenced yard
- b. It does not damage property through the flow of water onto adjacent property.

...When in doubt, contact the Architectural Review Board through the Management Company...

- c. Foundation landscaping (within four feet of the base of the unit) which meets all of the following conditions:
 - 1. Restricted to natural landscaping (i.e. plants, shrubs and trees),
 - 2. Landscaping stone or brick used to construct a border or retaining wall which does not exceed eighteen (18) inches in height and remains within four feet of the foundation.

An application IS REQUIRED for:

- a. Hedges more than two (2) feet in height or eight (8) feet in length, or other features which in effect become structures, fences or screens and a part of other applications where required.
- b. Rock gardens or rocks or collections of rocks exceeding twenty-four (24) inches in any direction. All rocks shall be left their natural color.
- c. Landscaping stone or brick which form a wall over eighteen (18) inches high or twenty (20) feet long. Include a site plan with the location of the wall drawn in, and information on landscaping plans and any grading changes.
- d. Any landscaping or gardens that are not covered in the paragraphs above.

25. Noise / Disturbances

Noises and disturbances will not be tolerated when they are outside of the Town of Strasburg ordinances. When disturbances occur, they should be reported the Town of Strasburg Police Department.

Considerations for your neighbors and common courtesy should be the rule all other times. This includes loud gatherings in the parking areas or any other common areas at any time, and playing of TVs, radios, stereos, video games or other activities when they become audible outside of the confines of the any unit.

...When in doubt, contact the Architectural Review Board through the Management Company...

Note

The Association does not in any way condone or authorize the use of the streets and the parking areas for a playground for the children. Any accidents resulting in injury or bodily harm or property damage will be the sole responsibility of the participants.

26. In-Home Business

The Town of Strasburg and the Declaration Bylaws regulate in-home businesses. In addition to town control, the Association is concerned about the impact of in-home business on the residential character of the neighborhood and on adjacent neighbors. Therefore, for home businesses, the following special requirements must be met:

- a. Permit obtained from Town of Strasburg.
- b. Copy of Permit on file with the Association's office.
- c. No sign or other advertising device of any nature shall be placed upon any lot.
- d. No exterior storage of business-related materials will be allowed.
- e. Commercial vehicles are prohibited. Please see Section X – Vehicle Control of this handbook.

Although the Association does not expressly prohibit in-home day care services, the above requirements must be met. Care should be taken so that this service does not cause an annoyance to neighbors or interfere with the rights of other homeowners relating to the "quiet enjoyment" of their property.

SECTION VIII

General Maintenance Guidelines

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

The exterior of all structures, including walls, doors, window, and roofs, shall be kept in good maintenance and repair.

In the event of fire, windstorm or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months.

Mowing

Turf areas need to be mowed at regular intervals, maintaining a maximum height of 6 inches and a minimum height of two (2) inches. Changes to this requirement may be made according to specified plans.

Planted beds must be kept in a neat and orderly manner.

Lawn and Garden Fertilization

All soil should be tested before fertilizer is added especially in areas where drainage will flow into ponds. Special care should be taken not to over-fertilize or to fertilize lawns and gardens where there is the least chance of runoff.

Erosion Control

Each resident is responsible for seeing that their lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems.

Pesticides and Herbicides

Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important. Avoid use of pesticides and herbicides if at all possible, but when necessary use with caution and follow instructions.

SECTION IX

Pet Control

No domestic or wild animal shall be kept or maintained on any lot or in any unit; however, common household pets such as dogs and cats may be kept or maintained, provided that they are not kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding Units or the neighborhood and are in compliance with applicable Town of Strasburg ordinances.

The Board of Directors has adopted specific rules and regulations governing pets. They are as follows:

1. The Board of Directors has extended permission to the County Animal Warden to enforce all applicable portions of the Town or County Ordinances in regard to all animals and pets within the common areas.

2. All pets shall be kept on a leash when being walked. Owners and all other persons who are owners and/or custodians of pets shall not allow such pet to run at large in Hupp's Ridge. A dog or cat shall be deemed to run at large while roaming, running or self-hunting or when not restrained by a dependable leash and controlled by a responsible person.
3. All pets must have appropriate shots, licenses and tags, as required by town ordinance.
4. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited.
5. Residents or guests who own pets shall ensure that their pets do not become a nuisance to other residents in the Community. Actions, which may constitute a nuisance, include, but are not limited to: barking, crying, scratching or being hygienically offensive.
6. Pets shall not be chained or leashed on any common area at any time. No pets may be leashed on any lot except within a fenced rear yard, or so that the animal cannot roam beyond the bounds of the privacy screen for yards without a fence.
7. Pet owners shall incur any and all costs for repairing damage to common areas caused by their pet(s).
8. Pet owners must respect the private property of others. Pets are not allowed to trespass on private lawns and should be walked in common areas only.
9. Residents should report any violations of the above items to the County Animal Control.
10. Any other violations should be reported, in writing, to the managing agent with specific information as to name and address of violator, time and date, and description of pet.

SECTION X

Vehicle Control

The Board of Directors has adopted specific rules and regulations regarding vehicles. They are as follows:

General

- a. No unlicensed vehicles, including but not limited to motorized bicycles, motorcycles, mini-bikes, go-karts, etc. shall be operated on or parked upon any common area of Hupp's Ridge.
- b. Minor repairs begun on vehicles by an owner or his assigned agent, while on any area, must be completed within forty-eight (48) hours from the starting time of the repair. Major repairs (including but not limited to engine, transmission, and rear end overhaul) are prohibited.
- c. Dumping, disposal, or leaks of oil, grease, or any other chemical, residual substances, or any substance or particles from containers of any type (as a result of the repair, maintenance, or carelessness) are not permitted on any areas. Disposal must also conform to environmental regulations.
- d. The dumping of motor oil and other petroleum products into the storm sewers is a direct violation of the State Water Control Law and may lead to civil penalties and clean-up costs for the responsible person(s).
- e. All motor vehicles shall not exceed the speed limit of fifteen (15) miles per hour while operated in common area streets.
- f. All motor vehicles (including motorcycles) shall be operated in the paved parking lot areas only. All motor vehicles (including motorcycles, ATVs, go-carts, mini-bikes, mopeds) shall be parked in designated parking spaces only. Parking in the fire lanes and to the rear areas where access to other common areas is impeded is prohibited, especially along curved curbs.
- g. Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or storage of any combustible, dangerous or other wise hazardous material on common areas (regardless of the type of container).

- h. Parking of motor vehicles with commercial lettering, including but not limited to vans, cars, trucks, taxicabs, buses, and vehicles with ladders/ladder racks, are prohibited in Hupp's Ridge. Trucks greater than three quarters (3/4) of a ton in size are prohibited in Hupp's Ridge. Any vehicle longer than nineteen (19) feet in length will not be allowed to park in any common area parking space.
- i. Non-resident owners may not use the parking lots for the storage of any vehicle, including but not limited to motorcycles, boats, trailers, campers, etc.
- j. Any unlicensed person is prohibited from operating any motor vehicle on common areas.
- k. All persons operating motor vehicles upon common areas shall conform to all traffic control signs posted on the premises, and in accordance with the provisions of the traffic ordinances of Town of Strasburg and the State of Virginia.
- l. Operation of any motor vehicle in violation of the Code of Virginia, as amended, is prohibited. Consent is hereby given by the Board of Directors to all appropriate law enforcement officers who are hereby empowered to enforce all motor vehicle laws in the streets and common areas of Hupp's Ridge.
- m. Vehicles parked on property must be in compliance with Commonwealth of Virginia and Town of Strasburg laws. Vehicles with expired stickers, tags and/or inspection may be towed. The towing company will tow vehicles not in compliance with the terms and conditions stated without notice at the owner's expense. All actions shall be coordinated with the Town of Strasburg Police Department in accordance with the applicable requirements of the Code of Virginia as amended.
- n. All vehicles parked on any area in public view must be maintained in an acceptable state of repair to meet the following conditions:
 - 1. Powered vehicles must be maintained in operating condition.

2. Tires supporting vehicles on common areas must be inflated at all times to within ten (10) PSI of the manufacturer's recommended pressure so that they can be moved in the event of an emergency.
 3. Covers on vehicles must be securely attached to prevent being wind-blown. Covers must also be properly maintained; ripped or torn covers must be repaired or replaced.
- o. The Board of Directors shall be empowered to have vehicles which are in violation and any vehicles as defined in the Code of Virginia, as amended, removed from the common areas, at the owner's risk and expense at any time.

Recreational Vehicles

Recreational vehicles to include, but not limited to, motor homes, boats, and trailers shall not be kept on any lot or in the common areas or parking areas.

SECTION XI

Estoppel Certificate

An Estoppel Certificate is required by the Architectural Review Board and Virginia law to be completed and issued to your settlement attorney prior to the closing of the sale of your home. This certificate provides information on the current status of assessment payments and on the existence of any architectural violations.

The Estoppel Certificate helps to protect the future buyer against unknown problems with past owners' architectural changes or past-due assessments. If everything is in order, it also protects the seller from potential lawsuits involving violations of the Covenants by subsequent owners.

Contact Information

Any questions regarding this handbook, its contents or submission of materials for Architectural Board review should be directed to:
Hupp's Ridge HOA
Koger Management Group
P.O. Box 151
Leesburg, VA 20178

HUPP'S RIDGE
c/o Coventry Grp Community Mgmt.
P.O. Box 2580
Winchester, VA 22604
Phone: 540-535-0816
contactus@coventrygrp.com

IMPORTANT – PLEASE READ! Do not fax applications to the office. Faxed applications will not be accepted. You must submit two (2) complete copies of your application. Please be sure you have provided all necessary information. Incomplete applications will be returned. Plan your projects in advance. The ARB will not be responsible for deadlines. Please submit only (1) improvement per application to avoid confusion and/or project delays.

PLEASE PRINT CLEARLY

Name: _____
Address: _____ Lot#: _____
City: _____ State: _____ Zip: _____
Phone: (H): _____ (W): _____ (C): _____
Email: _____ @ _____
START DATE: _____ COMPLETION DATE: _____

PROJECT TYPE (i.e. Deck, Fence, etc.): _____

Detailed Description: _____

ARCHIECTURAL REVIEW BOARD DECISION

- Approved as Submitted**
- Approved Subject to:** _____

- Suspended Pending Submission of:** _____

- Denied due to:** _____

ARB Chairperson

Date

PAGE 2 – ADDRESS: _____

APPLICATION REQUIREMENTS:

You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.

1. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.
2. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat.
3. Sketch, photo or manufacturer's brochure showing the design/style of the improvement.
4. Description of materials. Color / finish of the material – include color samples.
5. Architectural plans/drawings (for major additions/improvements) – construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
6. Grading plan, if applicable.

NEIGHBOR ACKNOWLEDGEMENT:

You are required to obtain the signature of the two (2) adjacent property owners most affected by the proposed change. Signature by your neighbors indicate an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: _____ Name: _____
Address: _____ Address: _____
Lot #: _____ Lot #: _____
Signature: _____ Signature: _____

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot)
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Owner

Date

Signature of Owner

Date