

**Homeowner Association
Handbook**

For

**SHAWNEE VILLAGE
HOMEOWNERS
ASSOCIATION**

SINGLE FAMILY HOMES

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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 Covenants,
Conditions and Restrictions

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

These Covenants are binding on all homeowners, current and future. In the event of a conflict between the provisions of this handbook and the Declaration of Covenants, the Declaration of Covenants control. These covenants need to be fully understood by each homeowner.

SECTION II

Objectives

The overall objective of this document is to serve as a guide for the members of the Architectural Review Board and homeowners in maintaining and enhancing a carefully designed environment. These guidelines and standards address improvements for which homeowners 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 Declaration of Covenants, Conditions and Restrictions.
- To describe the organization and procedures

involved with the architectural standards established by the Declaration of Covenants, Conditions and Restrictions.

- To illustrate basic design principles that will aid homeowners 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 Lot, 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. Any changes to an approved application must be reviewed and approved by the Architectural Review Board.

Each application is reviewed on an individual basis. There are no "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 that 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. If grading or clearing is proposed, detailed topographic plans will be necessary.

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, detailed with each specific alteration addition requested.

Review Procedures

All applications should be submitted to the Architectural Review Board, whether the change is permanent or temporary, 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 complete 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 applicant 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

The Architectural Review Board evaluates all submissions on the individual merits of each application. The

Architectural Review Board Review Criteria	<p>characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal.</p> <p>The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application and design.</p>
Validity of Concept	<p>The basic idea must be sound and appropriate to its surroundings.</p>
Design Compatibility	<p>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.</p>
Location and Impact on Neighbors	<p>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.</p>
Scale	<p>The size of the proposed alteration should relate well to adjacent structures and its surroundings.</p>
Color	<p>Color may be used to soften or intensify visual impact. The colors used should be the same as those used on the existing exterior.</p>
Materials	<p>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.</p>
Workmanship	<p>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. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.</p>
Timing	<p>Projects and removal of all excess building materials are to</p>

be completed within six 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.

Delivery or storage of material should not utilize common area, and if damage is done, the owner is responsible for the repair

SECTION VI

Enforcement Procedures

The following procedures may be taken by the Architectural Review Board to enforce the rules and regulations as set forth in these guidelines:

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

In the event any rule or regulation of the Shawnee Village 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 fifteen (15) 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

- an appeal must be submitted in writing within fifteen days -

immediate action, at the owner's expense, to correct the violation. Notification shall be sent to the owner of the action taken and the costs incurred will be certified mail, return receipt requested.

5. In the event the owner does not bring the violation into compliance within fifteen (15) days, or submit a request for appeal within fifteen (15) days of the date of receipt of the violation, the Board of Directors may proceed with enforcement procedures as indicated in the Declaration of Covenants, Conditions and Restrictions.

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.

Right of Entry

As stated in the Declaration of Covenants, Conditions and Restrictions, "There is hereby granted a blanket easement to the Association, its directors, officers, agents and employees, to any manager employed by or on behalf of the Association, and to all police, fire, ambulance personnel and all similar persons to enter upon the property in the exercise of the functions provided by this Declaration and Articles of Incorporation, Bylaws and Rules and Regulations of the Association in the event of emergencies and in performance of governmental functions.

SECTION VII

Guidelines

It is the homeowner's responsibility to secure proper building permits and to ensure that plans conform to municipal ordinances and building codes.

The following guidelines 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 six months from date of approval.

- contact "Miss Utility"

The Architectural Review Board will always consider the

before digging -

individual merits of each application. The use of these guidelines should assist the homeowner 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.

No front yard fences will be permitted. Side yard fencing will be permitted; however, side yard fences may not be installed further forward than the face of the house. Fences shall be unpainted and unstained pressure treated wood or white material, such as Trex or Veranda, which does not require painting.

Chain link fencing or other galvanized metal fencing will not be permitted; stockade fencing will not be permitted.

All fences must be maintained in "like new" condition and straightened as required. Should fences not be properly maintained and kept upright and straight by the homeowner, the Association may make any necessary repairs and bill the homeowner.

2. Storage Sheds

Storage sheds must be designed to respect the "visual rights" and aesthetic interests of neighbors and must not

exceed eight (8) feet in height.

3. Patios and Decks

Patio and Deck Location - Patios and decks should be located in rear yards. Side yard locations will be evaluated on their individual merits. When patio 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 unstained, unpainted pressure treated wood or white material such as Trex or Veranda, which does not require painting. 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.

Second floor decks should be constructed far enough away from party walls to allow for any future repair in that area which may become necessary.

b. Patios

Patios need to have Architectural Review Board approval. Any colored finish must be compatible or match with existing color of home.

4. Privacy Screens

The Architectural Review Board may approve lattice privacy screening on decks if it replaces previously installed deck dividers.

- a. Screening may not be installed as a freestanding wall or as a fence.
- b. Latticework must be installed with framing.
- c. Latticework must be incorporated as a part of the overall deck design and connected to the unit.
- d. Latticework may not be installed in place of deck railing.
- e. No solid screening will be allowed.

Any request for privacy 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
- The Architectural Review Board must approve all storm doors. No plastic covering will be permitted on the exterior (outside) doors or windows.
- a. Doors
- Front storm doors must be full view or modified full view, straightforward, clear, unfrosted, uncolored glass and without ornamentation such as, but not limited to. Scallops, scrolls, and imitation gate hinges.
- Storm or screen doors must be painted the same color as the entry door behind them or the same color as the surrounding wood trim.
- b. Windows
- Storm and screen window frames must match the trim of the house or be white.
6. Sun Control Devices
- The Architectural Review Board must approve awnings, trellises or other sun control devices.
7. Recreation and Play Equipment
- Approval is required for permanently installed structures. Homeowners often express interest in swing sets, basketball backboards, playhouses, etc. Most equipment of this sort is commercially available but is often less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact
- Recreational and play equipment is restricted to rear and side yards including but not limited to basketball backboards and swing sets, and 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. This policy may be waived by the Architectural Review Board for units that 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.
- riding of bicycles shall be limited to -*
- Consideration must be given to lot size, equipment design and size, amount of visual screening, etc. All play

equipment not within a fenced your or extending above the height of the fence must be natural wood finish or subdued earth tones in color. No bright red, yellow, or blue allowed.

The riding of bicycles shall be limited to the sidewalks and streets. Residents and guests are not permitted to ride their bikes on neighboring lawns or driveways causing damage to grass and creating an unsightly disturbance of gravel in the driveway and road.

8. Major Exterior Changes

Major alterations are generally considered to be those that substantially alter the existing structure either by subtraction and/or addition. Major building alterations include, but are not limited to, construction of porches greenhouses, rooms, fireplaces, chimneys and other additions to a home.

More specifically, the design of major alterations should be compatible in scale, materials and color with the applicant's house and adjacent houses. The location of major alterations should not impair the view, or amount of sunlight and natural ventilation on adjacent properties. Pitched roofs much match the slope of the roof on the applicant's house. New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well to the location of exterior opening in the existing house.

If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction material must be stored so that the impact on neighboring properties is minimized. Excess materials should be immediately removed after completion of construction.

9. Antennas/Satellite Dishes

The FCC has ruled that a Homeowners Association cannot prevent the installation of a satellite dish that is less than 1 meter in diameter. Satellite dishes should be placed in the least conspicuous place. You must submit an application depicting size and location.

10. Dog Houses And Runs

Dog houses must be compatible with the applicant's house in color and material or match a natural wood fence and must be located where they will be visually unobtrusive. In

- addition, they must be in rear yards. Doghouses will be reviewed on an individual basis.
11. Exterior Decorative Objects
Exterior decorative objects including, but not limited to bird baths, wagon wheels, sculptures, fountains, ponds, stumps, driftwood piles, and free-standing poles of all types are permitted only in rear yards and under cover of a fence line.
12. Outside Lighting
Electronic Insect Traps
Exterior 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 grounds committee. 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 guests.
13. Exterior Painting
The Architectural Review Board must approve all exterior color changes. 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.
14. 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.
15. Barbecue Grills
Barbecue grills should be placed in the rear of the house and as far as practical from the adjacent property lines.
16. Compost Piles
Compost piles are prohibited.
17. Hot Tubs/ Pools
Plans for hot tubs/pools must be submitted to the Architectural Review Board. Copy of County approval should be submitted with detailed plans. Descriptions of trellises, privacy screening, etc. are requested for approval.

Above ground pools are prohibited. Kiddie pools are allowed in rear yards only.

18. Exterior Unit Air Conditioners
- Air conditioning units protruding from windows are prohibited with exception to garage windows. Window A/C units are permitted for garage windows since garages are not equipped with A/C vents.
- Exterior ground units may be added to or relocated only when they do not interfere visually with neighbors. Exterior ground units shall be oriented so as not to discharge hot air onto neighbors' property.
19. Clotheslines
- Clotheslines are prohibited.
20. Gutters and Downspouts
- Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties.
21. Attic Ventilators
- Attic ventilators or other mechanical devices requiring penetration of the roof will be allowed with prior approval. They should be as small in size as functionally possible and should match the roof or be mill finish. They should be located on the backside of the roof and not extend above the ridgeline.
22. Trash Containers and Trash Removal
- 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. Trash containers are to be kept in rear yards, and as inconspicuous as possible.
- Containers shall not be placed on the curb for pickup prior to 7:00pm on 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 their property and preventing windblown debris from originating from the owner's unit.
- trash removal costs the Association dollars -*
- At no time is the Association Open Space (common ground) considered a dumping ground for inorganic debris.

Organic debris such as leaves, grass clippings and branches may not be dumped in Open Space (common ground).

Removal of trash and debris from all Association areas accumulating from resident usage will be completed as necessary. Remember that the removal of trash costs the Association dollars, and voluntary resident and neighborhood cleanup, in addition to controlling litter at the source, saves everyone money.

23. Firewood

Firewood shall be kept neatly stacked, located in the rear yard of the residence. It must be kept within the lot and under no circumstances is firewood to be stacked in the common area.

Piles larger than two cords require approval. Piles longer than 6 feet should be 2 rows deep minimum. Piles must not exceed 4 feet in height for safety. Firewood piles must contain firewood only, no storage of debris.

Location should be in such a manner as to minimize visual or physical impact. In certain cases, screening may be required.

24. 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 County regulations with respect to size and content. Signs may only be placed in the yard of the property available. Homeowners will be limited to one sign per property. All signs must be removed within 48 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.

25. Solar Panels

Solar panels are permitted on case-by-case bases and must maintain a low profile in appearance.

26. Landscaping and
Vegetable Gardens

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

Vegetable gardens are limited to back yards, with fence; otherwise it requires Architectural approval with acceptance by neighbors affected by view of vegetable garden.

All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth.

Architectural Review is also required for assessing community impact 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. 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.

27. Noises and Disturbances

Noises and disturbances will not be tolerated when they are outside of the Frederick County Ordinances. When disturbances occur, they should be reported to the Frederick County Police Department. Consideration for your neighbors and common courtesy should be the rule all other time. This includes loud gatherings in any area at any time, playing of TVs, radios, stereos, video games or other activities when they become audible outside of the confines of any unit.

28. In-Home Business

Municipality ordinances and the Declaration of Covenants, Conditions, and Restrictions, regulates in-home businesses. In addition to Municipality 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 municipality.
- 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. No commercial vehicles will be allowed.

f. No outward appearance of business use.

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

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds and playground type of equipment. The exterior of all structures, including walls, doors, window, and roofs, shall be kept in good maintenance and repair.

Mowing

Turf areas need to be mowed at regular intervals, maintaining a maximum height of 6 inches and a minimum height of 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 treated before fertilizer is added especially in areas where drainage will flow into streams or ponds. Special care should be taken not to over-fertilize and 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

As stated in the Bylaws, "No horse, pony, cow, chicken, pig, hog, sheep, goat or other 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 municipality 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 County Ordinance in regard to all animals and pets within the common areas.
2. No dogs whose breed is noted for its vicious or ill temper are permitted on lots or common area.
3. Owners and all other persons who are owners and/or custodians of pets shall not allow such pet to run at large in Shawnee Village.

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 as defined by municipality ordinance.

4. All pets must have appropriate shots, licenses and tags, as required by municipality ordinance.

5. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited. Kitty litter shall be disposed of in a tightly sealed plastic bag and placed at curbside on normal trash collection days.
6. 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.
7. Pets shall not be chained or leashed on any common area.
8. Pet owners shall incur any and all costs for repairing damage to common areas caused by their pet(s).
9. Pet owners must respect the private property of others. Pets are not allowed to trespass on private lawns and should be walked in common/public areas only.
10. Residents should report any violations of the above items to the municipality Animal Control.
11. Any other violations should be reported, in writing, to Koger Management Group, 312-C East Market Street, Leesburg, VA 20176 with specific information as to name and address of violator, time and date, and description of pet.

SECTION X

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

Vehicle Control

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 Shawnee Village.
- b. Vehicles should be limited to four (4) per residence and shall be parked in the residence driveway overnight. Exceptions can be made for temporary visitors' vehicles, by notifying the Board of

Directors when “on the street parking” is needed.

- c. Minor repairs begun on vehicles by an owner or his assigned agent while on any area, must be completed within 48 hours from the starting time of the repair. Major repairs (including, but not limited to, engine, transmission, rear end overhaul, etc.) are prohibited.
- d. Dumping, disposal of 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.
- e. 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).
- f. All motor vehicles shall not be operated in common areas without permission from the Board or management company.
- 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 otherwise 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, trucks, taxicabs, buses, or cars are prohibited in Shawnee Village. Trucks greater than three quarters (3/4) of a ton in size are prohibited in Shawnee Village. Any vehicle longer than 19 feet in length will not be allowed to park in any common area parking space.
- i. Non-resident owners may not use any parking areas for the storage of any vehicle, including but not limited to motorcycles, boats, trailers, campers, etc.

- i. Non-resident owners may not use any parking areas for the storage of any vehicle, including but not limited to motorcycles, boats, trailers, campers, etc.
- j. Operation of any motor vehicle in violation of the Code of Municipality, 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 the community.
- k. Vehicles parked on the property must be in compliance with the governing municipalities laws. Violations of this rule shall result in the posting of notice on the vehicle directing removal of the vehicle or correction of the violation within five (5) days. All actions shall be coordinated with the municipality police department in accordance with the applicable requirements of the Code of Municipality as amended.
- l. The Board of Directors shall be empowered to have vehicles which are in violation and any vehicles as defined in the Code of Municipality as amended, removed from the common areas, at the owner's risk and expense, provided proper notification has been given to the owner.
- m. Vehicles or any other object may not block the sidewalks. Sidewalks must remain clear.

Recreational Vehicles

Recreational vehicles to include, but not limited to, motor homes, boats, travel or camping trailers shall not be kept on any lot or in the common areas or parking areas unless assigned space is provided by the Board or management company.

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.