

Woodbrook Village Homeowners Association Rules and Regulations

Architectural Review Committee

Objectives and Policy Statement

The Architectural Review Committee (ARC) is an appointed Committee, created by the Board of Directors (the Board) and acts as an independent Committee under the the Board. The Committee is governed by the Woodbrook Village the Board as well as the Deed of Dedication and the By-Laws.

The Committee presently meets the third (3rd) Tuesday of each month at 10:00 am. in the Community Center. All written requests for architectural changes must be received prior to or at the Committee meeting for action.

The ARC acts as a communication liaison between the Woodbrook Village Homeowners and the the Board in regards to any architectural changes, additions or deletions to the exterior of each house.

The ARC reviews the written requests and makes recommendations to the Board based upon previously established policies as stated in the first paragraph. The Board makes the final decision to accept, reject, or ask for further clarification of the Homeowners request.

The President of the Board signs the request form and a copy is returned to the Homeowner with the Boards action. A copy is filed with the Association records. The request for changes is valid for a ninety (90) day period of time, after the Board takes action regarding this request.

In cases of non-compliance with the Homeowners Association's Deed of Dedication and By-Laws, the Board is responsible for a resolution of the Homeowners compliance or non-compliance. The ARC may make recommendations to the Board

for their action and resolution of the same. Annually, or as needed, the ARC will do a walk around and inspect the exterior of each structure in Woodbrook Village and report back to the Board. Any significant changes will be photographed and filed in the Association records.

The ARC may make recommendations to the Board suggesting further clarification for the Homeowners. However, the ARC does not act as a policy making group, but abides by the policies already established by Woodbrook Village Homeowners Association's rules and regulations.

Making Architectural Changes

The Woodbrook Village Deed of Dedication, Article XIII, Section eight (8) provides that no building, structure, addition, or exterior alterations or improvements of any character shall be constructed upon the Common Areas or any Lot or dwelling located thereon, unless a plan of construction, including quality of workmanship, design, colors and materials, is approved by the Board of Directors of the Association as being in harmony with the whole subdivision. Proper form for application to make exterior changes are available at the Community Center or through the Architectural Review Committee and a copy is available in Section seven (7) of this package.

Process for Requesting Changes

- 1) A Homeowner will fill out the Architectural Review Committee (ARC) Application form along with any other supporting documents in a request to the ARC chairperson for any changes, additions, modifications and or attachments to houses. Forms are available in the Community Center on the kitchen counter beside the reservation date book. (Please refer to the ARC Application Form for details)*
- 2) Requests for changes to the Homeowners' property must comply with both the Deed of Dedication and By-Laws of the Woodbrook Village Homeowners Association.*
- 3) The written request will include a signed application form, a detailed plan and a description or other pictorial display of the change requested and a brief description of how this change will be implemented. The ARC meets the third (3rd) Tuesday of each month at 10:00 am in the Community Center.*
- 4) The ARC will review the request and forward their recommendation to the Board. The application form shall be valid for a maximum of ninety (90) days after approval from the Board.*

- 5) *The Board will take appropriate action and a copy of the application form will be returned to the Homeowner with the decision made by the Board.*
- 6) *The Homeowner may make an appeal of a negative decision back to the Board with additional information and/or justification.*

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Special Notice for Replacement of Outside Light Fixtures

The Woodbrook Village the Board of Directors (the Board) has approved these guidelines for the replacement and/or change of your existing outside light fixtures. (5-2012) You do not need written approval from the Board as long as the following restrictions are met:

- 1. Outside light fixtures on the front of the house are to be replaced with like or similar fixtures, which are the standard "Lantern" style.*
- 2. Colors acceptable for replacement are Brass, Bronze, Black, Argent Silver, or White, in size of 12 to 15 inches in height and 5 to 6 inches in with. The wattage is not to exceed 75 watts. Halogen lighting is not permitted.*
- 3. The sides and back light fixtures can be replaced with the same lantern style as presently existing or changed according to the above definitions.*

If you have any questions, please call the ARC Chairperson or the Board President for assistance.

Any other kind of installation, not previously in your HOA packets, or other additions of any Homeowner's house must have a written request from the Homeowner to the ARC and be approved in writing by the Board.

In order to help keep the ARC records updated, please notify the Chair when you replace and/or change your existing light fixtures.

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Special Notice for Satellite Dish Installation

The representatives from the satellite dish companies state that in our community clear reception can be achieved from the middle of the roof for houses facing the north and western sides and the gutter level from the others.

The Woodbrook Village Board of Directors (the Board) has reviewed and approved the following for satellite dish installation. (BOD 5-2012))

- 1. A satellite dish may be no larger than Twenty-four (24) inches in diameter.*
- 2. Satellite dish installation must be in the rear of the house. Preferably installation is on the roof as near the eaves' level (lower part of the roof) or the side of the home.*
- 3. For your safety, the dish should be properly grounded.*
- 4. No satellite dishes may be placed on common ground.*
- 5. Satellite dish installation does not require approval of the ARC.*

You have chosen to live in this beautiful and well operated community. To maintain the overall aesthetic qualities desirable, we request your cooperation in the placement of your satellite dish.

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Solar Energy Collection Devices

- 1. "Solar energy collection device" means any device manufactured and sold for the sole purpose of facilitating the collection and beneficial use of solar energy.*
- 2. Size, placement and manner of placement of solar energy collection devices will be determined and approved by the Architectural Review Committee and the Woodbrook Board of Directors.*
- 3. Solar energy collection devices can not be placed on common ground. Must be placed on homeowner's property. (BOD 10 5 2010)*

Solar energy collection device installation must have a written request from the Homeowner to the ARC and be approved in writing by the Board.

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Concrete Patio Recommendation

- 1. Patio to be placed at rear or side of house within property boundary.*
- 2. Material to be solid concrete or decorative blocks.*
- 3. Must be less than a foot off the ground.*
- 4. No patio may exceed 225 square feet.*

ARC application form must be completed. ARC will review the request and forward their recommendation to the Board of Directors for consideration.

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Porch Railing Recommendations

Material: Snow white composite vinyl-low maintenance posts, top and bottom rail sections not to exceed 36 inches high.

Assembly: Rigidly assembled and installed according to manufacturers instructions.

Approval: The ARC and the Board must approve the plans prior to any construction taking place.

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Community Center

I. General Statement:

The Community Center is a central feature of Woodbrook Village, having the sole purpose of benefiting the lot owners and residents. Control and supervision of the Community Center is under the authority of the Woodbrook Village Homeowners Association.

II. Access to Use:

Access to use of the Community Center is restricted to the following "Approved Parties".

A. Residents of Woodbrook Village who are:

- Lot Owners*
- Family Members of Lot Owners*
- Tenants of Lot Owners*

B. The Woodbrook Village Homeowners Association, Inc.

III. Casual Use:

Casual use of the Community Center is restricted to parties specified in Section II – A, above, and their guests (while accompanied by the approved party).

IV. Exclusive Use and Reservation:

"Approved Parties" may reserve exclusive use of the Community Center. Such use requires prior approval by and scheduling through the Community Center Committee Chair. All requests for exclusive use of the Community Center must be submitted for approval on the Woodbrook Village Homeowners Association Community Center "Exclusive Use" Reservation Form.

All requests must specify the date, times and intended use of the facility. The Board of Directors has the right and final authority to deny any request for use of the Community Center if the Board deems the intended use to be inappropriate or not in the best interests of the members of the Woodbrook Village Homeowners Association, Inc.

All requests for exclusive use of the Community Center will be treated on a "First Come, First Serve" basis. In the event of a request or scheduling conflict, the Board of Directors has the right and final authority to decide which party shall receive use of the Community Center.

The Community Center Committee shall provide and maintain a reservation date book at the Community Center, indicating all approved and scheduled activities for the facility.

V. Restriction on Use:

The following restrictions shall apply to use of the Community Center:

- A. The hours of availability and use are from 9 am. to 10 pm. on weekdays and from 9 am. to 11 pm. on weekends.*
- B. As deemed and determined by the Board of Directors, excess noise, inappropriate activities or activities determined not to be in the best interest of members of the Woodbrook Village Homeowners, Association, Inc. are not permitted.*
- C. Smoking is NOT permitted inside of the Community Center.*
- D. Alcoholic beverages are not permitted on a FOR SALE basis in any manner at the Community Center.*

VI. Duties and Responsibilities of Users:

- A. Any party given use of the Community Center shall be fully responsible*

for all set up, take down and clean up activities, Such party is required to be present at all times during their use of the facility and to maintain proper control and supervision over all activities and individuals present. Such party must return the facility and contents to the same condition as prior to their use.

B. Any and all damage to the Community Center or it's contents shall be the sole responsibility of the party given use of the same. Such party shall be fully responsible to the Woodbrook Village Homeowners Association, Inc. for costs of any and all damage and reimburse the Association for such damage.

C. Use is restricted to the maximum occupancy (135 people) as stated by the Occupancy Limit located at the Community Center.

D. No member may use the Center more than once per quarter for organizational meetings.

Community Center User Guidelines

Clean up spills and stains on carpet and furniture, using cleaning materials stored in hall closet.

Wash all used dishes and utensils – if dishwasher is used, empty it the following day.

Clean coffee pot!

Wipe up kitchen floor and counters. Make sure the sink is clean.

Return each dish pattern to its proper place

Do not leave any leftover food in fridge - Take it with you.

Launder and return kitchen linens.

Vacuum all floors.

Clean bathrooms, including floors.

Empty trash and remove from building.

Turn out lights and lock doors.

THANK YOU FOR YOUR COOPERATION

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Grounds Committee

Objectives & Policy Statement

The Grounds Committee is an appointed Committee serving under the Elected Grounds Chairman, created by the Board of Directors (the Board) and acts as an independent Committee under the Board. The Committee is governed by Woodbrook Village Association, the Board as well as the Deed of Dedication and the By-Laws.

The Committee meets on a designated day and time each month in the Community Center. All requests for landscaping, fencing or other non-architectural changes must be received in writing prior to or at the meeting for action. Meeting dates will be posted in the Community Center and Newsletter.

Note: No exact day or time is designated as it may change upon the election of a new Chairman.

The Committee shall act as liaison between the Homeowner and the Board in matters related to landscape changes, mowing and plantings or removal of trees or shrubs including the Common Areas and those portions of the Homeowner's Lot adjacent to the Common Areas.

The Committee shall make periodic reviews of the grounds, both Common and Homeowner's Lots, with prior notification to the residents whose Lots will be reviewed, and report their finding to the Board.

These Rule and Regulations are intended to provide the basis for the proper procedures related to landscaping, shrubbery, trees, and the proper maintenance of both the Common Areas and Homeowner's Lots in Woodbrook Village. They are not intended to restrict changes but are designed to maintain the overall appearance that makes Woodbrook Village an attractive and unique place to live.

SECTION I

Common Grounds and Homeowner's Lots

Definition of Common Grounds: The Common Grounds of Woodbrook Village include all paved streets (except Rosewood Lane) and all open space not designated as a portion of a Homeowner's Lot.

General Description of Homeowner's Lots: A Homeowner's Lot is generally described as follows: End Lots in the Village are generally ninety (90) feet deep from the front of the unit (garage) to the back of the property and sixty (60) feet wide from the point where the unit meets the adjoining unit to the outside property line. Center Lots are generally ninety (90) feet deep from the front of the unit (garage) to the back of the property line and forty-five (45) feet in width or where it meets the adjoining unit.

Homeowners may not add, without written permission from the Board, plantings of trees and shrubs to any portion of the Common Grounds. Homeowners shall not erect any type of structure as directed in the Deed of Dedication Article VIII Sections Nine (9) and Eleven (11) upon the Common Grounds, without the written permission of the Board.

All Homeowners have the right to the use of the Common Grounds for their personal enjoyment and use. Woodbrook Village Common Grounds are not for the use of the general public.

SECTION II

Maintenance, Cutting, Pruning

Grass Maintenance: The Common Grounds and Homeowner's Lots are mowed on a regular schedule as determined by an executed contract. Mowing is on a weekly schedule but may be changed or cancelled due to weather conditions, including dry weather. The standard height of grass will be three and one-half inches during normal season. This may be modified according to weather and growing conditions.

Periodically the Grounds Committee contracts to have weed control chemicals and fertilizer applied to the lawns. Homeowners will be advised of upcoming weed control chemical and fertilizer application to the lawns. Weather conditions will determine the exact day of application.

Tree and Shrub Maintenance:

Trees Maintenance: *Trees on the Common Grounds will be maintained and pruned at the direction of the Grounds Committee. Trees in need of repair or removal will be handled on an individual basis. Trimming or pruning of trees planted upon a homeowner's Lot by the Homeowner, shall be the responsibility of the Homeowner. Trees planted upon the Common Grounds by the Homeowner with the Grounds Committee approval, shall become the property of the Woodbrook Village Homeowners Association and be the responsibility of the Association for proper pruning, trimming or removal and shall be consistent with the overall appearance of the community.*

Shrub Maintenance: *Shrubs on the Common Areas and Homeowner's Lots are trimmed on a regular schedule as determined by an executed contract. Homeowners will be notified of upcoming trimming and pruning. Homeowners who maintain their own shrubs are urged to conform to the following suggested guidelines:*

Suggested Guidelines: *Driveway shrubs should be three (3) feet in height for safety purposes. All other shrubs should be in the range of four (4) to five (5) feet in height. Shrubs around meter boxes should be trimmed as to not obstruct the meter viewing.*

Mulching: *Mulching of the ground areas surrounding trees and shrubs shall conform to the overall appearance of the community.*

Homeowner Opt-Out Option: *A Homeowner may request that shrubs on their Lot not be pruned by the Contractor by submitting a written request to the Chairman of the Grounds Committee no later than five (5) days prior to the scheduled date of pruning. This request will remain in effect until rescinded by the Homeowner in writing. If the Grounds committee Chairman is not notified in writing, the Contractor will assume the Homeowner wants all shrubs pruned.*

- (1) Should a Homeowner who has requested a "No Prune" option fail to maintain the shrubs by proper pruning or maintenance, the Grounds Committee will notify the Lot Owner in writing that proper maintenance needs to be done. Should the Lot Owner not comply after a reasonable time, the Grounds Committee Chairman will notify the Board who may contract to have the work done and the Lot Owner charged as stated in Article X, Section 2 of the Deed of Dedication.*

SECTION III

Requesting Landscaping Changes

The Woodbrook Village By-Laws, Article XIV, Sections Two (2), Three (3), Four (4), Six (6), Seven (7), Eight (8), Nine (9), Eleven (11), provide the basis upon which the Committee shall base their recommendations to the Board.

- (1) Examples of changes are, but are not limited to, planting or replacing trees or shrubs, establishment or expansion of patios, decks, or fencing. Changes should not interfere with mowing or utility function. Other changes may be considered by the Grounds Committee. Proper forms for requesting such changes are available in the Community Center, or through the Grounds Committee. A copy is also available in Section Seven (7) of the Homeowners Woodbrook Village Guidebook.**

Process for Requesting Changes

Homeowners shall fill out the Grounds Committee Application Form and, along with any supporting documents, present their request to the Chairman of the Grounds Committee requesting changes to landscaping, shrubs, or tree plantings or removal of same.

The Committee shall review the Homeowner's written request, inspect the area affected by the request and make recommendations to the Board based upon established policies. The Board will make the final decision to accept, reject, or ask for further information on the Homeowner's request.

- (1) The written request will include a signed application, a detailed drawing and a written description of all changes requested and how they will blend in with the overall appearance of the community. The Grounds Committee may request more detailed information.**

The President of the Board signs the approved or denied request form. A copy is returned to the Homeowner stating the Board's action. Also a copy is filed in the Homeowner's Lot folder.

The Board is responsible for the resolution of the Homeowner's compliance or non-compliance. The Committee may make recommendations to the Board for its action and resolution of the same. The Committee shall report to the Board items of non-compliance, areas in need of repair, trimming, removal or replacement. In matters of non-compliance the Board shall contact the Lot Owner to resolve the reported violation.

Changes to a Homeowner's Lot or adjoining Common Areas must comply with the Deed of Dedication, the By-Laws of the Association, and these Rules & Regulations as approved by the Board.

Appeal of Board's Decision

A Homeowner may appeal a negative decision of the Committee and/or the Board of Directors. Appeals must be by the Homeowner with further documentation to substantiate the appeal at a Board meeting within 60 days subsequent to the denial.

SECTION IV

Custom Landscaping by Homeowner

Homeowner Custom Landscaping: Should an individual Homeowner install or construct upon their Lot custom landscaping, including trees, flower or vegetable gardens, a structure of any type, it shall be the Homeowner's responsibility for proper maintenance. Upon the sale of said Lot, the Purchaser should be notified by the Seller or Woodbrook Village Homeowner's Association that it will be Purchaser's responsibility for continued maintenance. This should be done in writing, and a copy of said notification be put in the Homeowners Lot file and a copy to go to the Grounds Committee. Failure to provide this information will not place the burden of maintenance upon the Woodbrook Village Homeowners Association.

SECTION V

Parking

Parking of all vehicles shall be upon the paved surface of the streets and driveways of Woodbrook Village or Rosewood Lane.

(1) Repair of damage to the Common Grounds caused by a Resident's vehicle or a vehicle belonging to guests of a Resident by parking upon the lawns of the Common Areas will be the responsibility of the Homeowner.

(2) Long term parking: Vehicles other than Resident's vehicles, parked upon streets of Woodbrook Village may not be abandoned or remain parked in the same location for a period in excess of five (5) days. Should a vehicle fall into this category, the owner of the vehicle shall be notified in writing by the Grounds Committee Chairman to move the vehicle or it may be towed at the discretion of the Board, as an abandoned vehicle, at the owner's expense.

SECTION VI

American Flag Protocol

The American Flag at the Community Center shall be lowered to coincide with the dates established by the Federal Guidelines and/or the Commonwealth of Virginia. In addition, the flag shall be lowered upon the death of a resident of Woodbrook Village beginning upon the notification of death until interment or inurnment.

SECTION VII

Fencing

Fencing Request Procedures: *Construction of proposed fencing may proceed prior to the Board of Director's final approval only under the following circumstances:*

- (1) The proper application form has been submitted to the Chairman of the Grounds Committee and the Chairman has contacted committee members for approval upon receiving the application.*
- (2) The fencing meets the specifications outlined in "Woodbrook Village Fencing Requirements" listed below:*
 - a. Fences are to be constructed only at the rear of a house.*
 - b. Fences are to be constructed of either wood or composite material.*
 - c. The color of the fence is to be white, light oak or natural.*
 - d. The fence must be a picket fence, and have a maximum height of four (4) feet, and may be "closed" at one or both of the rear corners of the house.*
 - e. If the fence encloses an area, the Homeowner is responsible for all grounds maintenance within this enclosed area.*
 - f. The fence must be on or inside the lot's property line.*
 - g. The fence may not enclose any common ground.*
 - h. All fenced in areas shall have an entry/exit gate matching the fencing.*

Any other concerns about fencing should be directed to the Grounds Committee Chairperson, prior to installation.

The President shall sign the application after the Board of Directors approval and a copy of the application shall be inserted into the Homeowner's Lot file.

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Rental Guidelines

- A. Tenants of rental homes will be subject to all covenants and rules applied to homeowners by the Woodbrook Village HOA, as applicable.*
- B. All owners will provide emergency contact information (names and telephone numbers) of tenants to the Woodbrook Village HOA for its files.*
- C. As per the Deed of Dedication and covenants of Woodbrook Village HOA, at least one occupant of a rental home must be 55 years of age or older, to the extent allowed by law.*
- D. Homeowners will remain liable for all quarterly dues payments and special assessments levied against their property. Owners shall provide a forwarding address to the Woodbrook Village HOA for billing purposes and shall provide mortgage name and address to the management company, if applicable.*
- E. In the event an owner becomes delinquent in quarterly dues, the Woodbrook Village HOA Board of Directors may elect to proceed with fines, interest, legal action against the owner to include a Notice of Lien, and possible foreclosure of said lien against the property. All interests, costs, and reasonable attorneys' fees for such action shall be added to the amount of assessments owed.*
- F. Owners or their representative should inspect their property quarterly for damages or violations by the tenants. Unoccupied homes should be inspected monthly for maintenance issues, damages, and vandalism.*
- G. Owners of rental homes shall be liable for all violations of rules (to include all unauthorized exterior changes or additions) and for all damage to common areas caused by their tenants or associated guests.*

- H. *In the event of an eviction of the tenants by the owner, all associated legal and filing fees will be paid for by the owner. Any associated damage done to the property of common areas by the tenants will be corrected according to Woodbrook Village HOA Rules and Regulations and paid for by the owner.*
- I. *No "For Rent" signs are allowed or are to be displayed on any lot at any time as per the Deed of Dedication and covenants of the Woodbrook Village HOA.*
- J. *Tenants shall follow parking rules as outlined in the Rules and Regulations for the Woodbrook Village HOA.*
- K. *Owners have the right to delegate to tenants all rights and enjoyment of the common areas as specified in Article VI, Section 2 of the Deed of Dedication. Owners should notify the management company of such delegation.*
- L. *Owners must notify their insurance company that the property is being used as rental and secure the appropriate landlord coverage. Owners should also encourage tenants to secure renter's insurance to cover liability claims and their personal belongings.*
- M. *To qualify tenants, it is suggested that owners perform credit checks (Woodbrook Village HOA Management Company can assist), require proof of current employment for at least one year or retirement income, and require prior landlord references, bank references, or proof of income.*