



Tartan Village Community Association

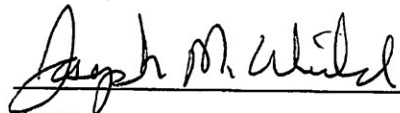
Homeowners Handbook

This Community Handbook and the Rules and Regulations of the Architectural Control Committee that are contained in it have been reviewed and approved by the Board of Directors of the Tartan Village Community Association as shown by the signatures that appear below. This Community Handbook was adopted at a regular meeting of the Board of Directors of Tartan Village Community Association held on Tuesday, November 19, 2013 and is effective as of January 1, 2014.


This Community Handbook replaces all prior community handbooks previously approved and adopted by the Board of Directors.


Signature

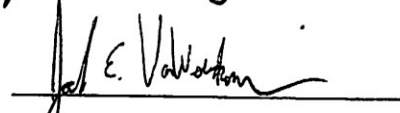
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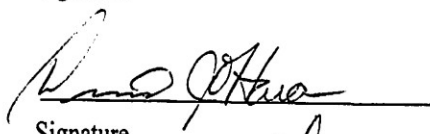
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I. Introduction

A. President's Message

This handbook has been published to help educate the community as to the rules and regulations that govern our activities within Tartan Village. The handbook contains a summary of Tartan Village's rules and regulations and does not in any way take the place of the governing documents of the Association. Those governing documents are the By-Laws, the Declaration of Covenants, Conditions, and Restrictions (DCCR) and the Articles of Incorporation. If there is any conflict between this handbook and those documents those documents will prevail.

We have strived to balance the necessity of having rules to preserve the plan of the community and to preserve property values with the individual creativity and interest of our residents and this is a goal that the Board of Directors continues to work towards.

We will need from time to time to make changes to various sections of the handbook and these said changes will be published and distributed to the members of our homeowners association

Please read this handbook. If you find you have a question about something in the handbook whether it is for clarification on a section or you do not find the answer within the handbook, please contact the Management Company.

Keep this handbook in a place that is easily accessible to you so you will always have it to refer to. If you move or are renting your home please make sure a copy is left for either the new homeowner or your tenants.

B. The History of the Property

The land on which Tartan Village is located once belonged to the James Millan Family as evidenced by the old family cemetery at the top of Avalon Drive. The tombstones are old and in bad repair, but as closely as can be determined, the cemetery consists of: James Millan (1779-1841); Elizabeth, daughter (1803-1831); JLM, son probably named John after James younger brother (1804-1816); Susanna, daughter (1809-1831); and Susanna, wife). Mrs. Millan's date of death is not legible, but as of March 31, 1841, when James Millan made out his last will and testament, he mentioned he was leaving a widow (Susanna), three living children (a son James, a son George M. (probably named for his younger brother George), and a married daughter named Stacia Ann Collard). He also mentioned his deceased brother George Millan (1789-1838), who was born and lived at a Fairfax County plantation known as "Oakley," located on West Ox Road adjacent to the Fairfax County Fire and Rescue Academy. George was a captain in the Virginia Militia and a well-known citizen of Fairfax County.

James Millan purchased this land from Leroy Cash sometime between 1816 and 1818 (presumably sometime in 1816, since it appears that was the year his 12 year old son died and was buried in the family cemetery). The family home was situated close to Telegraph Road on the left as you enter Tartan Village. The original road running through the property was in the same location as our present d'evereaux Circle Drive, although it was a little straighter and a little bumpier. In 1827, James had to mortgage his household goods, livestock and a slave woman named Charity to Christopher Neale of Alexandria to secure a debt. In 1831, two of his three daughters died, Elizabeth at 28 and Susanna at 22. The cause of their deaths in the same year and at early ages is unknown but less than one year later, 1832, cholera reached epidemic proportions in Alexandria.

In the 1840 Census, James reported that his household consisted of one male between 15 and 20 years old and one between 10 and 15 (presumably his two sons James and George); one female between 60 and 70 (his wife); and unidentified male between 40 and 50; nine slaves, and himself (age 60-70).

On March 14, 1841, James died. His family owned this tract of land until January 22, 1875, at which time the estate was sold at public auction to Richard Windsor, who owned it until at least 1894. The record of Richard Windsor's disposition of the property was not located during the research for this article, completed by Linda Mancini in 1988.

II. Tartan Village

A. General Information

When you purchase a home in Tartan Village, you automatically become a member of the Tartan Village Community Association (hereafter referred to as TVCA).

Each homeowner is a member of the Association, however each unit or lot in Tartan Village only has one vote.

The Association dues are equally assessed among each lot/unit in Tartan Village and these assessments are billed on a quarterly basis.

TVCA is a non-stock, non-profit Virginia corporation, which is run like any other corporation. It has a Board of Directors, who are elected by its members, who are the individual lot owners. It has officers, who are members of the Board of Directors and are elected by them. The Association has governing documents which are the By-Laws and the Declarations of Covenants, Conditions & Restrictions (DCCR), which have been recorded with Fairfax County.

These governing documents give the Board of Directors authority to among other things raise the homeowner's association dues, and to draft and put into effect policies for the Association. You as a homeowner and member of the Association should take the time to read the governing documents to understand what can and cannot be done by not only each member of the Association but also by the Board of Directors and the various committees of the Association.

The homeowner dues/assessments are the funds that are used to pay for the expenses of running the Association. The Association may suspend the voting rights and the right to use the common areas, such as parking areas, for any period during which any assessment remains unpaid for 60 days. These rights may also be suspended for up to 60 days for any infraction of any of the published rules and regulations of the Association. Furthermore the Association will take all actions available to them to collect unpaid assessments.

The common property of TVCA includes its recreational areas, open spaces, or green areas, parking areas and interior streets. The Association is responsible for maintaining these areas. The Association maintains a reserve fund for non-budgeted repairs and replacement of the common areas. This includes major repairs of common area sidewalks, parking areas, streets, and equipment.

The Association through its Architectural Control Committee (hereafter referred to as ACC) maintains the appearance of the community, not only for the enjoyment of its members, but also to protect their investment.

Each homeowner must submit an application to the ACC if the owner desires to make any exterior replacements or changes to their property. In addition, if an owner allows the exterior to fall into a state of disrepair, adversely affecting the appearance of the neighborhood, TVCA may make repairs and add the cost of the

repairs to the homeowner's assessment. (For further details, refer to the architectural guideline in this handbook as well as the DCCR.)

All residents of Tartan Village must respect the privacy and rights of their neighbors. Noise infractions, nuisance pets, and abusive language are all examples of failure to respect neighbors' rights and all are subject to sanctions either under the law or under the Community rules.

Homeowners who have rental property in Tartan Village are responsible for their tenants' compliance with the Community rules. Tenants must obey the same rules and regulations as owners. Owners should ensure their tenants understand their obligations under Community rules. Homeowners must provide a copy of the lease agreement to the Management Company. If there are any questions with regards to a rental property, please contact the Management Company.

B. Governing Documents

The following summary of the DCCR and Bylaws of the Tartan Village Community Association is intended as an overview of the rules and regulations governing the Association. The summary is not all – inclusive and is not intended to replace the DCCR or Bylaws. By providing this summary the Association does not in any way waive its rights and responsibilities as set forth in the DCCR and the Bylaws.

Virginia law requires Sellers to provide Buyers a “Disclosure Packet” which includes the DCCR and the Bylaws. These documents or disclosure packet is available from the Management Company.

The DCCR and Bylaws are the official documents governing the Association and the rights, duties and relationship between the Association and the homeowners. Please refer to the actual governing documents should you have questions.

C. Enforcement of Community Regulations

The Management Company will make a reasonable attempt to notify owners, either by telephone or letter, of problems requiring correction before enforcement measures are taken. Owners are responsible for the actions of their tenants, guests, and family. **For assessments 60 days past due, Virginia law allows withholding of services, including parking privileges.**

The enforcement process starts with notification and a request for correction, and can continue to a formal hearing before the Board and the removal of voting rights and/or privileges within the community. Debt collection procedures may include any or all of the following: notifications, arranging payment plus for arrears, filing liens against property, court judgments, garnishment of salary, and recovery of legal costs. In extreme cases, a court could order a home sold to recover debts. Note that if a lien is filed on property due to non-payment of assessments, enforcement charges, or collection costs, the substantial additional costs of legal fees and lien clearance will require payment before a Deed can be granted at sale or transfer. These enforcement measures are rarely needed, but they are available to help protect the value of everyone's property.

III. Officers, Management and Committees

A. Board of Directors

The TVCA Board of Directors (the Board) is currently composed of seven elected volunteers.

The Board holds open meetings every month to listen to the concerns of the members of the Association and to conduct Association business. There is also an Annual meeting held each year in March which is when the elections for positions on the Board are conducted. The term for a member of the Board of Directors runs for three years, and every year elections are held to elect approximately 1/3rd of the Board members who staggered three year terms expire that year.

TVCA operates on a January-December fiscal year and the budget is reviewed at the March annual meeting. The Board budgets for various community needs; maintenance, trash collection, Management fees, etc.; and for annual contributions to the Capital Reserve Fund which provides a source of funds for repairs to sidewalks, pavement and other major construction needs.

B. Property Management Company

The Association retains a Management Company to help with the operating of its business. While homeowners are responsible for the upkeep of their individual property by abiding by the rules and regulations set forth in the policies, guidelines, and governing documents, the Management Company takes care of and is responsible for taking care of such things as:

Communication: They are to keep residents informed of all meetings and events. They are also to ensure that the Board is notified of all communication from residents to the Management Company.

Inspections: They perform the annual inspections based on ACC guidelines. They walk through the property several times a month to note items of non-compliance as well as confirm any and all reported non-compliance issues within the community. The Management Company also performs the required inspections on properties before sales are final.

Property Maintenance: They ensure that the community property is kept in good condition and note needed repair. They report all items that need maintenance or repairs to the committee chair responsible as well as to the Board.

C. Committees

1. Architectural Control (ACC)

The Architectural Control Committee is comprised of at least three people who are either appointed by the Board or are volunteer members from the Association. The Committee is chaired by a Board member or Board appointee. The ACC is empowered to uphold and enforce the Rules and

Regulations contained within this handbook. The ACC's prime objectives are: to preserve and maintain the aesthetic design and architectural harmony and integrity of the Tartan Village Community,

- to create an environment that will protect and enhance properties by maintaining the standards that make Tartan Village an attractive and desirable place to live,
- to prevent and correct deterioration that inevitably follows a lax approach to architectural control of enforcement of the standards,
- to promote harmony to benefit all homeowners, and
- to create a spirit of cooperation among neighbors.

A spirit of cooperation between neighbors and the ACC will go far in creating an optimum environment, which will protect promote enjoyment and benefit all homeowners

The ACC reviews ACC applications at scheduled meetings and on an ad hoc basis as needed. The ACC has the right to refuse to approve any applications for improvements or alterations which do not meet the standards that are set forth in the Covenants of Tartan Village and the rules and regulations adopted pursuant to those Covenants.

2. Events

The Events Committee may hold seasonal/occasional events to provide the neighborhood with opportunities to get out and meet one another. The committee is always looking for volunteers and suggestions for events to hold within the neighborhood. It also works with the other committees to organize and run events such as community cleanup days and the annual holiday decorating contest. To coordinate with the committee, please contact the Management Company.

3. Infrastructure Committee

The Infrastructure Committee deals with the issues of drainage, concrete, asphalt, and the recreational areas within Tartan Village. It periodically goes through the community noting where repairs and replacements are needed in our sidewalks, curbing, and streets and has the responsibility of overseeing these projects.

It has the responsibility of overseeing the projects in our community that deal with correcting drainage problems that appear in the common area. It also oversees the installation and repair of the recreational areas in Tartan Village including the tot lots, the basketball court, and the tennis court.

If you find a common area in the community where there is a problem with drainage or with the condition of the concrete and/or asphalt contact the Management Company and they will forward it to the infrastructure committee.

4. Landscape Committee

The Landscape Committee is made up of homeowners in Tartan Village who have an interest in the general overall appearance of the community. It oversees the upkeep and maintenance of the common area within the community. It works with the Management Company and the company who holds the contract for the maintenance of the common areas. The areas include but are not limited to the mowing of the grass, the upkeep of the various beds, the upkeep of the area around an in the tot lots, the collection of the leaves each year and the upkeep of the trees in Tartan Village.

Major responsibilities of the committee include such things as addressing concerns you may have about the state of common areas in Tartan Village; listening to and resolving to the best of their ability the issues that you may have about the landscape company; and addressing the concerns about trees on the common areas in Tartan Village

If you have a complaint regarding the company taking care of the common grounds it should be reported to the Management Company who then will work with the landscape committee to resolve the issue.

The committee has held and may hold “community clean up” days which gives the homeowners in Tartan Village an opportunity to give time to the community and to have them meet other residents in Tartan Village.

Meetings held by the committee are open to all homeowners and provide the opportunity to express ideas, opinions, and complaints about the condition of the common areas in Tartan Village.

5. Newsletter

The Tartan Village newsletter is currently being produced every other month, with publications starting in February of each year. It contains the meeting and/or event dates not only for the Board but also the various committees. It can be delivered to you either by email or by hand delivery. To receive it electronically please send an email to the Management Company and put “**email my newsletter**” in the subject line, also please include your street address so that you do not received a hand delivered copy. If you do not wish to receive the newsletter at all please send an email to the Management and put “**do not want the newsletter**” in the subject line, also please include your street address so that you do not received a hand delivered copy.

IV. COMMUNITY GUIDELINES

The guidelines of the Association apply to all persons, who own or reside in Tartan Village. Homeowners who have rental property within the community are responsible for making sure their tenants are informed of these rules and that they abide by them.

A. RECYCLING AND TRASH

The schedule for the collection of garbage/trash and recycling is:

Tuesday – Recyclables and Garbage/Trash is collected

Friday – **ONLY** Garbage/Trash is collected

For either one of the collections days the items are not to be set out earlier than 5:00 p.m. the day before collection.

Recyclable items include but are not limited to newspapers, glass, plastics, for a complete list contact the disposal Company.

Contact the disposal Company if you have any questions on what they will or will not pickup and when they will do so.

The Community trash cans located in the common areas **are not** to be used as personal trash cans by the owners or tenants in Tartan Village.

Trash and garbage containers shall not be permitted to remain in public view except on days of trash collections. Garbage, trash and other refuse shall be placed in covered containers. Failure to follow the rules concerning garbage/trash and recycling may result in the owner and/or tenant losing their parking privilege within Tartan Village.

B. COMMON AREAS

The common areas of Tartan Village Community Association are its parking areas, interior streets (excluding D'evereux Circle Drive and Mittendorf Lane, which are public roads), sidewalks, recreational areas, and open spaces. The Landscape Committee maintains and enhances the appearance of the common areas within the community. The following guidelines specifically address uses and restrictions relative to the common areas and are used by the Landscape Committee in administering its functions. These guidelines are not all inclusive and homeowners and residents are encouraged to contact the Management Company with any questions/issues/concerns that are not addressed by either these guidelines or by the governing documents of the Association.

1. Prohibited uses of the Common Areas

No vehicles are to be driven on any of the common areas within Tartan Village other than the paved streets. This includes but is not limited to: personal or delivery vehicles, skateboards, All Terrain vehicles (ATVs), motorcycles, mopeds, mini-bikes, motor scooters, and any other motorized vehicle. No vehicle may drive on any common area to allow for closer loading or unloading of items for a residence in Tartan Village.

No one under the age of sixteen (16) or any unlicensed driver may operate a gas-powered vehicle on Tartan Village common ground property.

No Commercial Vehicles (moving vans, pickup trucks or contractor vehicles) are permitted on the common grounds. These types of vehicles will destroy the common areas by causing ruts in the grass, which in turn cause drainage problems when it rains.

No encroachments such as fences, woodpiles, sheds, pathways, unauthorized plantings, etc. are allowed on the common areas.

No burning of trash or open, uncontained fires are permitted.

No accumulation or storage of litter, fireplace ash, motor oil, scrap, trash cans, metals, refuse, bulk materials, waste, new or used building materials or trash of any kind shall be permitted.

No junk vehicles, trailers, campers, camp trucks, house trailers, boats or other similar machinery or equipment shall be kept on the common areas.

No common area trees may be removed without the approval of the Board of Directors and the prior notice made to the Landscape committee.

No member shall make any private or exclusive or proprietary use of any of the common areas. Each member shall have a right and easement in and to the common areas and the community facilities.

2. Community Plantings and Clean-ups

To maintain and enhance the appearance of the common areas, the Landscape Committee may hold periodic community plantings and clean-ups. Homeowners are encouraged to participate in these activities to defray costs and assist the committee in common area maintenance.

Plantings in the common areas by homeowners **cannot be done** until they have been approved. Homeowners need to consult with the Landscape Committee and then have plans or ideas presented to the Board of Directors for written approval before undertaking any planting in the common areas.

3. Recreational Use of the Common Areas

The common areas and facilities including the parking lots are for the use and enjoyment of all residents. Care and consideration should be given to residents and their property when engaging in games, sports, etc., that could possibly damage the property of others or become an annoyance or nuisance. Any and all motorized vehicles are prohibited from all common areas other than streets. i.e., Devereaux Circle Drive and Mittendorf Drive. **Parents are responsible for ensuring proper conduct of their children and the damage that may be caused by them.**

C. MAILBOXES

Federal law prohibits the defacing or posting of signs and/or advertisements on the mailboxes in the community. Access to the mailboxes must be kept open and

clear in order for the mail to be delivered.

D. RENTING/RENTERS

The TVCA rules require that any lease be filed with the Management Company. While renting out the home, the homeowner is responsible for the upkeep of the property, abiding by the rules and regulations set forth in this document and all other community governing documents. **Homeowners must provide their renters with a copy of this community handbook.** To ensure everyone living on the property is aware of the rules, in accordance with Fairfax County Code, **it is illegal to rent out your basement if you live in the living space above it.** Fairfax County does not allow for basement renting in townhome units. Anyone found to be in violation may be pursued by the county.

1. Register the unit with the Management Company

In order to maintain proper records and notification purposes Tartan Village requires that homeowners who rent out their property provide the Management Company with their updated permanent (non-Tartan Village) mailing address, contact numbers, and emails (as applicable). All official Tartan Village mailings, including certified mail for purposes of violation hearings, are sent to the permanent address on file at the Management Company. If tenants sign for the certified hearing notice, homeowners **are still** responsible for the receipt of that important mailing. Registering your unit as a rental unit protects you as a homeowner to ensure that you are notified of all Tartan Village meetings as well as ensures that you receive all notices of non-compliance about your property.

2. Communication Tips

If you would like for your tenants to receive copies of mailings that are distributed through Tartan Village you need to inform the Management Company in writing.

It is your responsibility to ensure that your tenants are aware of all of the community rules they are required to follow (i.e. arrange for a landscaper to mow your grass, or ensure your tenant is aware of the grass regulations and abides by them), including the parking policy. Renters that park in visitor spots and violate the parking policy will be towed at their own expense. Each home is assigned two “reserved” parking spots.

E. DUMPING

There is no dumping of any kind allowed within the community of Tartan Village. This includes leaving trash on common areas outside of regular trash pick-up times **and** dumping trash and yard waste on common areas, both wooded and non-wooded.

V. Architectural Control Guidelines

A. General Maintenance

Residents are responsible for maintaining the exterior of their units and any other structures on their lots including decks, fences, sheds, etc. The exterior of all structures, including siding, walls, doors, windows, trim, shutters, roof, walkways and steps is expected to be kept in good maintenance and repair. A summary of the minimum standards a homeowner must comply with in regards to these areas are:

1. Grounds:

- Maintain front and side yards using either a grass or other landscaping cover such as mulch, plantings or a combination of plantings and other suitable ground covering and landscaping stones.
- Establish and maintain lawns, including seeding, weeding and mowing in order to maintain good appearance year round. Maintain lawn height of not greater than 5 inches. None of this debris or yard waste is to be dumped on any of the common areas within Tartan Village.
- Owners are responsible for removing leaves and weeds from their property and properly disposing of such items.
- Keep yard neat and orderly. Trash cans, toys, garden tools, and other items must be stored in back yard nightly.
- Keep walkways, front steps, pressure treated wood and stained surfaces mold-free.
- Keep all vegetable and fruit bearing plants in back yard
- Maintain (shape, prune, trim) trees

2. Residences and Sheds

- Keep exterior surfaces clean and mold free.
- Maintain wood areas with stain or paint
- Maintain sheds in good condition

B. Rules & Regulations

1. Air Conditioning (AC) Units

a. Exterior: Exterior AC ground units, heat pumps or HVAC equipment must be free standing and at ground-level and maybe situated on either a pad or feet.

b. Window: Exterior AC units protruding from windows are **not allowed anywhere** in Tartan Village.

2. Attic Ventilation Units

Attic ventilation units must be placed on the rear of the roof and not extend or be visible from the street or front common area above roof line. End homes may install units on the end of the house (gable style).

3. Arbors & Awnings

Both require ACC approval and will be approved on a case by case basis

4. Barbeque Grills

Electric, propane or charcoal burning grills may be used but must be placed in the rear of the yard. It is suggested that the grill be placed as far from your home as practical for fire safety reasons.

5. Clotheslines

Clotheslines are **not allowed**. No clothing, laundry or wash may be aired or dried on any exterior portion of the lots.

6. Compost Piles

Compost piles are **not allowed**. Composting is only permitted in ACC approved containers. To request approval for your container, an ACC application must be submitted.

7. Contractors

All hired contractors doing work in Tartan Village must be licensed and insured to protect common and neighboring property. Contractors should not leave materials or store equipment on common ground overnight. Any damage made to the common area based on the work must be repaired by the homeowner and is the homeowner's sole responsibility. The association will bill the home-owner for the cost of replacement or repair if they do not comply and are found to have caused common area damage.

8. Decks and Patios

a. Decks: All decks, replacements, modifications, and new installations, must be approved by the ACC. Please note that Fairfax County requires building permits for all elevated decks. Modifications to existing decks should provide continuity in detailing such as material, color and design of railings and trim.

Decks may generally only be located in the rear yard. Decks should be made of pressure treated wood with natural weathering quality or composite decking. If a preservative is desired, only a clear (no color added) preservative or natural redwood stain should be used.

ACC deck request must include: All above ground deck requests must also include plat and scaled drawing of the property, as well as listing of the materials, railings, trellis, posts, stairs and bench details. Any changes to grading, existing downspouts, sump pumps, or other drainage due to the modifications or installation of the deck must be included in the ACC application.

b. Patios: All patios, replacements, modifications, and new installations, must be approved by the ACC. Patios must be maintained in good condition. Any changes to grading, existing downspouts, sump pumps, or other drainage due to the modifications or installation of the patio must be included in the ACC application. Permissible patio materials include brick, pavers, stone and concrete.

9. Doors

a. Exterior Doors ACC approval is required for all exterior door replacements.

b. Storm/Screen Doors: ACC approval is required for all new and replaced storm doors. Doors pictured in Appendix D on pages 52 and 53 are styles that have been approved for Tartan Village.

10. Exterior Home Decorations

All exterior decorations must be kept in good repair. Any decoration found to be cracked, chipped or broken must be discarded.

Holiday Decorations: Holiday/festival decorations must be removed within four weeks after the designated holiday.

11. Exterior Color Changes

All exterior color changes must conform to the design concepts for the community as set forth in the rules and regulations established by the TVCA. All color changes require ACC approval prior to the color change. For samples of the approved exterior colors for siding go to Appendix D on page 50. For samples of the approved exterior colors for trim go to Appendix D on page 51.

Trim includes shutters, gutters, downspouts, doors, wood trim surrounding doors, window frames, eave frames, soffits, and the corner pieces on the house. Trim areas are always finished in satin, semi-gloss or gloss, with gloss generally being used for the front door. Trim color may not be the same color as that of the siding on the house.

The siding areas are always done in a flat finish.

Neighboring homes may not have the same color for siding and or trim.

12. Fences

No front yard fences will be permitted. Side yard fencing will be considered provided it is not installed further forward than the face of the house.

All fences must be maintained in good condition (free of mold and in good repair). Fences that are not properly maintained and kept upright and straight by the homeowner may result in action by the Association as a result of the violation.

Erecting a new fence or replacing an existing fence on your property requires ACC approval. Fence style should be either horizontal, rustic, unfinished split rail or vertical split sapling, or vertical board. Chain link and other wire fencing is prohibited. Fences cannot be taller than 6 feet high this measurement is from the ground level to the cap rail board. If a wood preservative is desired only a clear (no color added) or natural redwood stain should be used. No paint or pigment is allowed on the fence or gate without prior written approval from the ACC. See Appendix D, page 54 for approved fence configuration in the community.

13. Firewood

Firewood must be kept neatly stacked and located in the rear of the lot. Under no circumstances is firewood to be stacked on common area. Piles must contain only firewood. Firewood should be located in an area that minimizes visual impact and does not create a fire hazard. Piles should not be used as natural fencing or barriers. The ACC may require screening in certain cases.

14. Fireworks

Fireworks may not be discharged in any common area. TVCA defines common areas as interior streets, tot lots, recreational areas, open spaces, and wooded areas.

15. Flags and Flag Poles

American flags and decorative flags such as seasonal, school, university, as well as team flags may be displayed as long as they are displayed as a flag on a flagstaff. Flags may not be draped on a deck rail, hung as a banner from a gutter or roofline, or hung/stuck in a window. Flags must be displayed in good condition and not be faded, torn, soiled or badly frayed.

Flagpoles must not exceed six feet in length. Temporary flagpoles that meet this standard do not require written approval of the ACC to be installed.

16. Gutters and Downspouts

Gutters and downspouts must be well maintained. Discharge from gutters must not adversely affect adjacent properties or common grounds. Replacement gutters and downspouts require ACC approval.

Pipes extended from gutters must be buried or hidden from view by landscaping. Rain barrels require ACC approval and must be kept in good repair.

17. Hose Storage

When not in use, hoses should be properly coiled. Devices used for hose storage in the front must be properly maintained.

18. Hot Tubs, Kiddie Pools, Spas and Swimming Pools

Hot tubs, spas and swimming pools are not permitted. Kiddie pools are allowed in backyards only.

19. House Numbers

House numbers in TVCA must be either black, brass, or pewter. House numbers are to be displayed consistent with County codes that require them for emergency response and public safety use, which requires they be visible from the street. Internally lit, painted on, or stick-on house numbers are not acceptable. House numbers must be kept in good repair.

20. Landscaping

Since landscaping, like fencing, is a design element, consideration should be given to the current home, existing landscaping on neighboring units and the upkeep required by homeowners.

ACC approval is required for the following landscaping changes:

- Plantings that are being used to form a natural hedge or screen and will attain more than two feet in height.
- Installation of materials including brick, stonework, timber, pavers and other edging materials that will form a wall over 18 inches in height.
- Installation of a pond, which is not allowed in the front yard, but will be considered on case by case basis for rear yard placement.
- Planting trees that are anticipated to grow greater than 8 feet in height.
- Improvements and alterations proposed for back yards, such as shrubs and low ground covers, where the highest part is less than five feet (5') in height above the base level of the Lot and will not grow to exceed five feet (5') in height above

the base level of the Lot nor intrude upon neighbor's enjoyment of their own Properties, do not have to be submitted for ACC review.

- All structures or trees greater than or destined to grow to a height greater than five feet (5') above the base level of the Lot at any location around the home (i.e., in either front or back yards) require approval by the ACC.
- Height notwithstanding, all structures and buildings must conform to the code; permit, architectural design, color and exterior finish provisions.

Homeowners are responsible for making sure that their plants do not encroach upon walkways (both common and neighboring); their trees shrubs that shed are planted at a distance from walkways; that when mature their plantings do not obstruct sight lines required for vehicles; their retaining walls are constructed so that they do not divert ground water onto or substantially change existing drainage patterns of adjoining properties, both of their neighbors and of the common areas; the immediate replacement of infested or rotting landscaping timbers; and if installed after approval from the ACC ponds must have a circulating system and must be maintained.

21. Lattice Screens

Lattice on fencing is prohibited. Lattice screens on decks are considered on a case by case basis. Lattice used as a screening or decorative device around patios and/or HVAC units must be properly maintained and in good repair at all times. Lattice that obstructs or interferes with the views from neighboring property requires approval of the ACC and requests of this nature must include your adjacent homeowner's signature(s).

22. Lighting

Lighting should serve a specific purpose such as illuminating a walkway, staircase or entry. Proposed lighting should not result in an adverse visual impact on the adjoining neighbors as a result of its location, wattage, or other features. All lighting should be directed not to disturb neighbors.

Modifying an existing light fixture requires ACC approval if the style differs from the current style installed. Solar landscaping lights are permitted provided they are in good repair.

23. Pets

Pets as detailed in authorized in Article VI, Section 6, (b) on page 15 of the DCCR are permitted in Tartan Village.

Dogs must be registered with Fairfax County and must display a current rabies vaccination and county tag at all times.

Dogs are not permitted off-leash in accordance with Fairfax County leash laws. You can find the detailed language of the County law on the county's website under **Section 41.1-2-4. – Unrestricted dogs prohibited: leash law.**

Pet waste removal is the responsibility of the pet owner. Pet owners found not to be appropriately disposing of their pet waste will be reported to the county. You can find the detailed language of the County law on the county's website under **Section 41.1-2-6. – Animals causing unsanitary conditions.**

24. Porches, Railings and Front Steps

Changes of any kind to porches, steps, and or railings require ACC approval. Steps must be maintained in good condition, free of mold and mildew, trip hazards and large cracks. Railings must be maintained in good repair with no rust, chipped paint, etc. Please note that the only approved color for railings in Tartan Village is black.

25. Siding

Any replacement or changes in siding require ACC approval. Siding and bricks must be maintained in good condition, clean and free of mold and mildew. Siding should be replaced or professionally painted when it shows signs of fading or streaking. No two neighboring units will have the same exterior color. Brick homes may not be painted. For samples of the approved exterior colors for siding go to page Appendix D, page 50.

26. Shutters

ACC approval is required if shutters are being replaced, or a change of color, style or material is being done.

27. Signs

Advertisement signs are prohibited with the following exceptions (as per Article VI, Section 6, (k) on page 16 of the DCCR:

Private home security system signage must be positioned close to the home and may not be more than two feet high or one square foot in dimension. Only one such exterior sign is permitted in the front and back of each property. Small decals may be placed in windows and doors where they are not obtrusive.

Contractor signs must be removed no later than one week from the time the work is completed.

One temporary real estate sign per property is permitted to advertise properties for sale or rent. The sign must be removed within three days from the date of execution of any agreement of sale or rent.

Political campaign signs cannot exceed an area of 6 square feet and must be removed within 2 days after the election.

28. Skylights

Skylights cannot be placed on the front of the house.

29. Solar Panels

Solar panels are prohibited.

30. Storage Sheds

Many backyards cannot accommodate more than one custom built shed plus a deck. ACC approval is required for all new sheds as well as for replacements to sheds.

Shed siding should match home siding (when applicable). If adding a wood siding to the shed, the color of the siding on the shed should match the color of the siding on the house.

Sheds must not be taller 9 feet above the ground. This measurement includes the shed foundation and is measured from the ground to the highest point of the shed.

31. Television Antennas and Satellite Dishes

Homeowners may install antennas and satellite dishes in Tartan Village with the following requirements (in accordance with FCC guidelines):

- Antennas and satellite dishes are for the purposes of Television (TV) only. **Non television antennas are prohibited!**
- Satellite dishes must be less than 1 meter (31 inches) in diameter
- Antennas and any supports **must** be mounted completely on the homeowner's property.
- Antenna mounts must not damage the roof over common walls, which would endanger fire blocks between units.
- Antennas must be grounded and when mounted on roofs must be provided with lightning protection to protect common building elements from fire.
- Whenever possible, antenna installations should be in locations where they are not visible on the front of the home.
- If the satellite dish needs to have a support structure that will raise it above the peak of the roof it must be approved by the ACC.

32. Toys and Play Equipment

Toys left in the common areas and on sidewalks are both an eyesore and safety hazard. Residents are required to remove toys, bicycles, skateboards, portable basketball hoops, etc. after their use. Recreational and play equipment (swing sets, basketball backboards, playhouses, etc.) are restricted to rear and side yards and must be approved by the ACC for unfenced yards. All exterior play equipment must be well maintained. No peeling, rusting, falling apart, or extremely faded equipment will be permitted. No equipment shall extend more than three feet above the fence line height or nine feet from the ground.

No toys or other play equipment are to be left overnight in front yards or common areas and are subject to removal if left there.

33. Trash Collection

Trash Pick-up occurs twice a week. Recycling is collected once per week. See page _____ for pickup days and times for putting out trash for pickup.

34. Trees and Shrubs

To the extent possible, keep mature trees within boundary lines of your property. Trees should not obstruct the ability to walk comfortably upon common areas; the lowest branches should be no lower than 9 feet off the ground. Trees located in the front or side of the property cannot overhang parking spaces or common ground sidewalks. Keep trees and shrubs pruned in a presentable manner.

Removal of a tree taller than 2 feet and wider than a 6 inch diameter cannot be done without the prior approval of the ACC as per Article VI, Section 6, (i) on page 14 of the DCCR.

Trees and shrubs native to our area are suggested for healthy growth and compatibility with existing plantings. The following trees are recommended for growth in Fairfax County, this is not a restrictive list, but rather suggestions:

• Dogwood	• Japanese Maple
• Saucer	• Holly
• Crape Myrtle	• Cedar (Atlas, Deodar, Red)
• Balsam Fir	• Hemlock (Canadian, Carolina)
• Redbud (Likes sun!)	• Magnolia
• Flowering Cherry	• Sourwood

35. Window Coverings

Window coverings may include draperies, curtains, blinds or interior shutters. The use of flags, sheets, blankets, bedspreads, newspapers, etc. is not allowed.

36. Windows

ACC approval is required for replacement windows. Windows are not required to have grids/dividers installed, however all windows on the same side of the house must be the same. For example if you do not install grids in the windows on the second story of the rear of your home then you must also ensure that all the other windows on the rear of your home do not have grids.

37. Yard Sales

Personal yard sales are not allowed outside of the organized community-wide yard sales held in the spring and fall. On the day of the community-wide yard sale residents may sell goods on D'evereux Circle Drive during the designated times. Residents are responsible for removing all items they brought with them for the sale within 2 hours after the yard sale finishes.

C. ACC Applications

Again, these guidelines are written primarily to provide YOU, the Homeowner, with guidelines to assist you in planning for improvements. An Application for Architectural Change form is can be found in Appendix __ on page _____. Planning ahead will make the process much more pleasant and less stressful. Remember, the ACC is a volunteer group that meets once a month. The review process can take 30 to 60 days, depending on when the application is received – and whether or not the application is complete when received.

The property Management Company reviews the application for completeness, including signatures of neighboring homeowners. If the application is not complete, the property Management Company will return it to the homeowner with instructions about additional information needed for a complete application. Once the application is complete, the application is forwarded to the ACC for review. The ACC has sixty (60) days from the date of acknowledged receipt of a complete Application to review and advise the homeowner of its decision. The decision of the ACC will be mailed to the Applicant's address of record. Additional forms can be obtained from the property Management Company during regular business hours.

1. Submitting the Forms

A request form must be sent for ACC approval when you would like to make changes to your property. **The request form cannot be used to**

correct any non-compliance violation. The violation must be corrected **before** submitting an ACC Request. The general process for a request form application that you will need to follow is:

Begin filling out your ACC Request Form. Forms can be found on the Management Company website, or in the Appendices at the back of this book.

2. Documents to accompany ACC request form.

Generally, the following items should be a part of every application.

- a. Site Plan. A site plan is most easily prepared by submitting a copy of the house location Survey or Plat. Proposed changes should be indicated including dimensions and elevations.
- b. Material and color. Description of the materials and colors to be used and an indication of the existing colors and materials should be provided. Where materials and/or colors are different from those of the existing structure(s), samples or color chips should be submitted for clarity.
- c. Drawings and photographs. A graphic description should be provided, and may be in the form of manufacturer's literature of photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. Relationships of major architectural features such as existing and proposed roof lines, window sizes and alignment building heights, roof slopes, exterior elevations for the proposed structure, and 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 properties. In any case, the sketch, diagram or photograph must be accompanied by a written description.

3. Obtain homeowner awareness signatures.

The intent of neighbor awareness is to advise neighbors who own property either adjacent or near to the Lot of the proposed improvement(s) by requiring notification by the applicant. Neighbor awareness does not constitute neighbor approval or disapproval. An impacted home-owner does not have veto power over the proposed project but his/her concerns are a factor to be considered by the ACC. No application will be denied solely because a neighbor refuses to agree to the proposed change. The Management Company will determine which neighbors' signatures are required for awareness signatures.

Any neighboring homeowner who objects to a specific application must express their objection to the ACC within 30 days of their signing the awareness box on the ACC form. Any such objection

must be in writing and signed. The ACC will evaluate the neighboring homeowner's comments or concerns, which may necessitate that the neighboring homeowner who has filed the objection be in attendance at the ACC meeting. However, the authority to approve or disapprove the application is the sole responsibility of the ACC. Neighbor awareness is required on all ACC request forms.

The homeowner is responsible for completely describing the proposed improvement(s) to his/her neighbors, so that neighbors will not later complain about the lack of full disclosure by the Owner. For that reason, an application should be completed with all drawings or plans and should include a generous amount of legible notes and acknowledgement by neighbors affected that they are aware of the improvement.

4. Appealing the ACC Decision.

An appeal of an ACC decision may be made to the Tartan Village Community Board of Directors. All appeals must be in writing and delivered by the homeowner to the Board of Directors c/o the property Management Company no less than seven (7) business days prior to the next scheduled Board Meeting date. The ACC Chairman will be notified that the ACC appeal will be addressed at that Board meeting and shall make arrangements for an ACC member to attend. The appeal must include a copy of the original homeowner application package, the written ACC response to the application, and a statement from the homeowner that outlines their concern(s) regarding the ACC response.

The appeal will be placed on the agenda and will be addressed during the community comments portion of the meeting. The Board will hear arguments from either the homeowner and ACC chairman or other designated committee member and ask questions to clarify any misunderstandings. The Board will discuss the appeal in Executive Session and will try to render a decision during the Executive Session. The only time the Board will defer a decision in Executive Session is because a visual inspection is required. The Board will have 14 days to do the inspection and render a decision to the homeowner. In the event a visual inspection is required before a Board decision; the board reserves the right to hold their vote until the next Board meeting. The homeowner will be advised that the Board will do a visual inspection and the designated ACC member will be present during the inspection. Once the inspection has been made by the Board and designated ACC member, the Board will take a vote via e-mail to render a final decision and forward it on to Property Management Company for processing and replying to the homeowner. The decision of the Board shall be final. Written notice of the decision will be sent to the homeowner, chairperson of the ACC, and

a copy filed in the homeowner/unit file for the lot at the office of the property Management Company.

D. Property Inspections

The Management Company performs property inspections annually on each TVCA property within the community to ensure that properties are maintained in accordance with the standards of TVCA and its governing documents. If a property is found to be non-compliant with the standards set forth in these guidelines, the homeowner will be notified and given a time frame in which to make the needed repairs. Follow-up inspections will occur to ensure corrections have been completed as required.

Homeowners may receive non-compliance notices at any time for repeated violations of the standards set forth in these guidelines. This will be particularly true for violations that have a widespread detrimental impact on the overall community. Non-compliance items falling in this category include (but are not limited to) the repeated failure to cut or maintain grass (either in the front OR backyard); the placement of trash/recyclables out other than the approved times; leaving toys/yard tools trash cans, etc. in the front yard; failure to keep mold/mildew from collecting on front porch steps and sidewalks; not removing graffiti from fences/sheds.

The TVCA Property Management agent, Board of Directors, and ACC may also inspect property sites of proposed modifications and improvements. Inspections may be done prior to, during, and after completion of the project. Access to a homeowner's lot will be in accordance with the Declaration.

E. Enforcement of Rules and Regulations

The Association and/or Management Company will notify the homeowner in writing, in person, or by telephone of any violation of the procedures for obtaining approval of any modification or improvement, of any violation of the guidelines, or of any violation of the plans approved by the Association which are not covered in the guidelines or covenants. If the property is a rental unit, indicated by the owner providing an alternate mailing address to the Management agent, a copy of all violation notices will be provided to both the owner and the tenant.

In any instance where the violation presents a health or safety hazard, the Board may direct the Association's Management agent to immediately notify the owner and/or tenant in writing and to take corrective action at the owner's expense within the time frame specified in the notice.

If the homeowner appeals a violation notification, it will be heard and reviewed by the Board. Then the homeowner will receive a statement of the Board's findings and conclusions and the appropriate sanction, relief, or denial thereof. A copy of each decision when issued will be sent to the homeowner and a copy will also be placed in the file for the lot.

In the event the homeowner does not bring the violation into compliance within the time frame specified in the notice, or submit a request for an appeal to the Board, the homeowner will be asked to attend a hearing. If corrections are not made after the hearing, possible legal action may be taken by the Association. The homeowner will be held liable for any and all costs, including legal expenses and attorney's fees, in connection with the correction of the violation.

The failure of the Board to act to enforce any right, provision, covenant, condition, rule or regulation will not constitute a waiver.

Any improvements or alterations proposed by a homeowner must meet the codes established by Fairfax County and be subject to all appropriate permits and inspections required by the County, and will also be subject to any Association rule that is more restrictive than that of the County.

F. Due Process for Non-Compliance Items

When items on your property are found not to be compliant within the above rules and regulations the timelines listed below apply for correction of these items. If the item is not corrected in these guidelines or an extension request has not been granted by the ACC or Board the homeowner will have their account moved to a negative state and will need to appear for a hearing before the Board of Directors. Once the hearing has occurred the Board will make a decision in the resolution of the issue. The Board's decision is a **final** decision.

	<u>Inspection Item</u>	<u>Compliance Date</u>
Front Yard		
	Remove Toys	Immediately
	Improper Garbage Can Storage	Immediately
Landscaping		
	Trim Shrubs/Mow Grass	10 Days
	Trim Trees	30 Days
	Remove Weeds	10 Days
	Overseed Yard/Switch to mulch	15 Days
Cleaning		
	Steps & Walkways	10 Days
	Fence	30 Days
	Siding	30 Days
	Deck	30 Days
Painting & Repair		
	Railings	15 Days
	Siding	30 Days
	Fence and/or Deck	30 Days
	Soffit/Rake Board/Etc.	30 Days
	Concrete Work	30 Days
	Windows (broken glass)	15 Days
	Roof	30 Days
Miscellaneous		
	Removal of large yard debris	10 Days

G. Frequently Asked Questions (FAQs)

When do I need ACC approval?

ACC approval is required for any exterior modifications to your home. As guidelines can change, it is vital to keep accurate records of changes to homes so that the risk of non-compliance is reduced. Exterior modifications generally include:

- Structural changes: examples, but not limited to: decks, sheds, window/door modifications, etc.
- Exterior color or style changes
- Major landscaping

What should be included in the change request application?

- Site plan (can submit your house survey or drawing)
- Detailed description of materials and/or color
- Drawings and photographs

When and why do I need my neighbor's signature on the application?

Your neighbor's signature on your application shows awareness, not approval. Signatures must be of the homeowner not of their tenants. Signatures should be obtained for major structural or landscape changes that affect a neighbor's view or access to sunlight.

Where do I send my ACC Approval Request form?

The completed form is mailed to:

**Cardinal Management Group
4330 Prince William Parkway, Suite 201
Woodbridge, VA 22192**

It can also be scanned and emailed to

v.garner@cardinalManagementgroup.com.

The ACC committee meets once a month to review the requests they receive. **Please **DO NOT** start your project until you have approval from the ACC.

How do I appeal an ACC decision?

An appeal of an ACC decision may be made to the Tartan Village Community Board of Directors (the Board). All appeals must be in

writing and delivered by the homeowner to the Board of Directors c/o the property Management Company.

What change requests will NOT be approved?

- Permanent flagpoles (ground installed)
- Fence colors other than clear preservative or natural redwood stain
- Satellite dishes over 1 meter in diameter
- Any antenna not specifically designed for television reception
- Roof-top solar panels
- Clotheslines
- Air conditioners or fans that are installed in or extend through windows
- Swimming pools and hot tubs
- Compost piles (containers need approval from ACC)

What are the guidelines for trash and recycling removal?

- Trash is picked up every Tuesday and Friday. Trash bags and containers are not permitted in public view before 5 pm the evening before pickup. Your empty containers are to be picked up and placed them in your back yard the same day.
- Recycling is picked up every Tuesday. Your empty recycling bins are to be picked up and placed in your back yard the same day.

*** **Remember**, NO trash/recycling containers are permitted to be stored in the front of houses at any time. Putting trash/recycling out too early, or on incorrect days can lead to the suspension of the homeowners/resident's parking privileges.

Who can I contact if a common area needs attention?

The Management Company

VI. Parking within Tartan Village

A. General Information

The rules for parking in Tartan Village generally follow the Fairfax County guideline concerning parking in residentially zoned area, however Tartan Village does have its own rules that apply to the interior streets within our community. All parking spaces and roads in Tartan Village, with the exception of Mittendorf Land and Devereux Circle Drive, belong to the Community and are governed by its rules. These rules are designed to promote safety and ensure fairness for all residents of Tartan Village.

A very brief summary of the rules for parking are:

- **Each unit has two assigned spaces.**
- **Guest spots are provided for infrequent visitors – not as extra parking spaces for homes with extra vehicles or very frequent guests.**
- **All yellow curb throughout the development are fire lanes, and it is**
 - **Illegal to park there. Parking along yellow curbs makes visibility difficult and greatly reduces the turn area for vehicles entering and exiting their parking spaces.**
- **Finally, all illegally parked vehicles can be towed without notice.**

Towing: If a resident's assigned parking space is encumbered by an unauthorized vehicle, the resident may have the vehicle towed, without notice, by the Association's appointed towing company. The resident must be present at the towing site and present identification with his/her name and address and sign the authorization sheet provided by the towing company.

Towing can be authorized by the Association's Management Company and by members of the Board of Directors. Affected homeowners are also authorized to contact the towing company to have vehicles removed from their assigned spaces, as detailed in the previous paragraph, and to report any vehicle that is parked in the fire lines.

Homeowners whose units are more than 60 days delinquent in the payment of their TVCA quarterly assessments may have their parking privileges suspended following a Board hearing. In these instances, Dominion Towing will remove any vehicles parking in these affected spaces.

Towing Contractor: The authorized towing contractor for Tartan Village is Dominion Towing. Dominion Towing may be contacted at (703) 730-1177.

B. Parking Policy

The following document is the parking policy that was reviewed and approved by the Board in August of 2012. It is also available on the community website.

TVCA PARKING POLICY

(Revised August, 2012)

Tartan Village Community Association (TVCA) Parking Policy

Year after year, the issue causing the most letters and complaints to the Board is parking. The most frequent complaints are regarding the abuse of guest/visitor parking spaces and inconsiderate neighbors and their friends illegally parking in fire lanes. The rules in Tartan Village generally follow Fairfax County guidelines concerning parking in residentially zoned areas. All parking spaces and roads in Tartan Village, with the exception of Mittendorf Lane and D'evereux Circle Drive, belong to the Community and are governed by its rules. These rules are designed to promote safety and ensure fairness for all residents of Tartan Village. This parking policy replaces all earlier revised parking policies that have been approved.

The parking policy is summarized as follows:

- **Each unit has two (2) assigned spaces.**
- **Guest/visitor spots are provided for infrequent guests/visitors-and- not as extra parking spaces for homes with extra vehicles or very frequent guests/visitors.**
- **All yellow curbs throughout the development are fire lanes and it is illegal to park there. Parking along yellow curbs makes visibility difficult and greatly reduces the turn area for cars entering and exiting their parking spaces.**
- **Finally, illegally parked cars and any vehicle(s) not in compliance with the parking policy can be towed without notice at the owner's risk and expense.**

Specifically in the Parking Policy:

1. Tartan Village residents are assigned two (2) parking places per unit on the Community streets, which are, by Association Declaration and Rules and Regulations, defined as common areas and subject to Association rules. The numbers on the parking spaces correspond with the Unit lot numbers. No resident shall make use of any parking space other than the spaces assigned to his/her lot without the express written consent of both the owner of the lot to which such other spaces have been assigned and the Board. (Notification of the latter is for purposes of information and enforcement of the rules). Vehicles parked in areas other than those marked as designated parking spaces are subject to being towed without warning
2. Vehicles parked in designated fire lanes are subject to towing without notice. **NOTE:** All areas not marked as parking spaces on Association property are considered fire lanes. No parking is allowed along any marked yellow curbs throughout the development or in the courts behind other vehicles.
3. No motor vehicle may be operated on common grounds (i.e. sidewalks, grassy areas, recreational courts, tot lots, etc.) or residents' lawns. No motorized

vehicle of any kind may park on common grounds or any resident's property. This includes but is not limited to: Cars, Trucks, Vans, Motorcycles, Motor-scooters, and Mopeds.

4. With the exception of motorcycles and cars parked together, only one vehicle may be parked in a designated reserved parking space at a time. All vehicles must fit within the boundaries of the assigned space. No vehicle may extend beyond the length of the painted lines of the parking space, nor may they block any sidewalk or common area. Violators may be towed without notice.
5. Homeowners who own property in Tartan Village and do not reside here are responsible for informing tenants of parking regulations. Homeowners visiting their property must adhere to Community rules and regulations.
6. All Tartan Village residents are responsible for ensuring that their guests/visitors abide by the TVCA Parking Policy.
7. All towing is at the owner's risk and expense.

Vehicles/Equipment Allowed by Permission ONLY.

Dumpsters. The homeowner must obtain permission by submitting a completed application prior to the placement of a dumpster in a homeowner's parking space. The application is to be submitted to the Board of Directors for processing. The application form can be found at the end of this document, or can be requested from the Management Company. The form requires that the homeowner include the dimensions of the parking space (length and width) where the dumpster will be parked, as well as the length, width, and height of the dumpster itself. The signature of the neighboring homeowners, as well as the signature of the homeowner for the assigned parking space that is on either side of the space where the dumpster is to be offloaded is necessary.

The Board and the Management Company recommends that the homeowner have the intended space inspected before the dumpster is put in place and after the dumpster has been removed. The contractor must put down a protective plate prior to dropping the dumpster in the parking space. The dumpster should have dimensions that would allow it to fit within one parking space and may not extend out into the street. It may be allowed to straddle the two (2) adjacent assigned parking spaces of the home-owner. The allowance to straddle parking spaces will be determined on a case-by-case basis and will depend upon where the assigned parking spaces are located on each individual street within the community. The homeowner is responsible for any damage to community and/or common area property that is found when the dumpster is removed. The dumpster may only be in place for a maximum of 5 days.

Storage Pods/Crates: The homeowner must obtain permission by submitting a completed application prior to the placement of a storage pod/crate in a homeowner's parking space. The application is to be submitted to the Board of Directors for processing. The application form can be found at the end of this document, or can be requested from the Management Company. The form

requires that the homeowner include the dimensions of the parking space (length and width) where the storage pods/crates will be parked, as well as the length, width, and height of the storage pods/crates itself. The signature of the neighboring homeowners, as well as the signature of the homeowner for the assigned parking space that is on either side of the space where the storage pod/crate is to be offloaded is necessary.

The Board and the Management Company recommends that the homeowner have the intended space inspected before the storage pod/crate is put in place and after it has been removed. The contractor must put down a protective plate prior to dropping the storage pod/crate in the parking space. The storage pod/crate should have dimensions that would allow it to fit within one parking space and may not extend out into the street. It may be allowed to straddle the two (2) adjacent assigned parking spaces of the homeowner. The allowance to straddle parking spaces will be determined on a case-by-case basis and will depend upon where the assigned parking spaces are located on each individual street within the community. The homeowner is responsible for any damage to community and/or common area property that is found when the storage pod/crate is removed. The storage pod/crate may only be in place for a maximum of 5 days. .

Types of Vehicles and Activities Not Allowed in Spaces

The purpose of these restrictions is to ensure adequate visibility, clearance, and safety for passenger vehicles and pedestrians in our small parking streets, and to preserve Tartan Village's residential nature while allowing reasonable freedom for residents to park. .

It is the responsibility of each resident to ensure each vehicle is properly licensed. This includes but may not be limited to: local licenses and/or decals if required, current Virginia state registration (unless active duty military, diplomats) and current vehicle inspections. Fairfax County Police patrols the community and is authorized to ticket and tow violators without warning. Violators may also be towed by the Association without notice or warning and is at the owner's risk and expense. .

No recreational, oversize, commercial, or derelict/junk vehicles may be parked in Tartan Village streets.

Recreational vehicles. This includes but is not limited to boats, boat trailers, travel/storage trailers, aircraft, camper trailers, motor homes, or licensed or non- licensed off-road vehicles. They may be briefly parked in resident's spaces during daylight hours only for limited cleaning or light maintenance, not to exceed three days in any one month period. These vehicles must be of a size to fit into only one parking space. Any work performed must not disturb other residents with excessive noise, fumes, discharge, or other interruptions. Violators are subject to towing without notice or warning and is at the owner's risk and expense. .

Oversize vehicles. This includes but is not limited to vehicles larger than a standard full-size van or pickup truck or vehicles with a Gross Vehicle Weight Rating over 9,000 pounds, or vehicles over 260 inches long including any ladders or equipment. When parked, these vehicles must fit into a single

parking space with the equipment or fixtures allowed on any vehicle. Equipment and fixtures includes but is not limited to: ladders, pipes, tubing, tool racks, etc.

Vehicles making pickups or deliveries or that are necessary for contractor work, may only park on Tartan Village streets, in the assigned space of the residence where the work is being performed while actually engaged in the work, but must be removed each night. Vehicles not in compliance are subject to towing without notice. .

The Association generally follows the rules for residential zoning with regards to commercial vehicle parking and uses the definitions of commercial vehicles stated by Fairfax County in its Zoning Ordinance, Article 20, and in the County Code, Section 82-5-7(B). To summarize, commercial vehicles include: .

- **Vehicles with a rated carrying capacity of 1500 pounds (3/4 ton) or more**
- **Any vehicle, regardless of capacity, which displays advertising, or is lettered thereon, or which is licensed as a 'for hire' vehicle.**
Any solid waste collection vehicle, tractor truck or tractor truck/semitrailer or tractor/trailer combination
- **Any dump truck, concrete mixer truck, towing and recovery vehicle with a registered gross weight of 12,000 pounds or more**
- **Any heavy construction equipment whether located on the highway or on a truck/trailer/semitrailer**
- **Any vehicle in which food or beverages are stored or sold**
- **Any trailer or semitrailer used for transporting landscaping or lawn - care equipment**
- **And any vehicle licensed for use as a common or contract carrier, limousine, or taxi.**

Further, the Association considers any vehicle with commercial license plates or "for hire" license plates, also known as "H" plates, to be a commercial vehicle and may **not** park in any Association parking space. If residents have any questions regarding these definitions they may contact the Association's Management Company or the Fairfax County Police. .

Derelict or junk vehicles are defined as those without proper local, county or State certification; are inoperable due to mechanical fault or lack of maintenance; or cannot be operated safely due to damage (e.g., headlights damaged, rear lights inoperable due to broken lens/bulbs/covering, etc.). All vehicles must be kept in proper operating condition so as not to present a hazard or nuisance by noise, exhaust emission, discharge, or appearance. Violators may be towed without notice.

Only light vehicle maintenance that results in immobility for less than a day (no vehicle shall be on blocks, hood up, or give the appearance of being under repair overnight) is permitted. This maintenance is defined as changing fluids in the vehicle, minor tune-ups, rotating tires, flat tire replacement, etc. All fluids removed from the vehicle must be disposed of properly and no portion shall go into storm drains or on any portion of Association property. All removed parts must also be properly handled and discarded. .

Guest/Visitor Parking

Marked guest/visitor spots are intended to provide parking for short term, irregular guests/visitors to Tartan Village. Residents that live in Tartan Village, delivery or service contractors visiting to perform work, or other similar irregular, short-term events are not allowed to use the guests/visitors parking spaces. The use of these parking spaces is limited to **5** consecutive days or a maximum of **10** days per rolling 365 day period. Vehicles in violation of this policy, either for the first time or repeat offenders, are subject to towing for 1 full year from the date of violation. Guest/visitor parking spaces will be randomly monitored by the Management Company and Board Members. Violators of the following rules will be towed without notice. .

1. Tartan Village residents may not park their vehicles in guest parking spaces at any time. If you are expecting guests/visitors, you may not park your car in a guest/visitor parking space to "save a space" for your guest/visitor(s). **Violators are subject to towing without warning or prior notice at the risk and expense of the owner.**

2. Residents' additional vehicles, guests/visitors must park on D'evereux Circle Drive or Mittendorf Lane for the duration of any visit and for any number of visits.

3. Guest/visitor spaces will not be used for permanent storage or regular parking for residents, permanent or frequent house guests/visitors, or the like.

Closure of Guest/Visitor Parking Spaces

Guest/Visitor parking may be declared CLOSED at the discretion of the Board of Directors with 24 hours-notice and remain closed until they are reopened by the Board of Directors. Reasons for closure of these spaces may include but is not limited to: snow removal and/or repairs and maintenance of community property. Violators will be towed without notice at the risk and expense of the owners.

Parking Regulation Enforcement

1. Any vehicle in violation of these restrictions is subject to towing, without notice, by the Tartan Village towing contractor and/or ticketing by Fairfax County Police.

2. In accordance with Fairfax County regulations, all towed cars are reported to the Police Department. If a car is missing from a parked location, the owner of the vehicle should call the Police at (703) 691-2131 to determine if it was towed or stolen.

Towing is performed by the Association's designated towing company.

If a resident's assigned parking space is encumbered by an unauthorized vehicle, the resident may have the vehicle towed, without notice, by the Association's designated towing company. The resident must be present at the towing site and present identification with his/her name and address and sign the authorization sheet provided by the towing company.

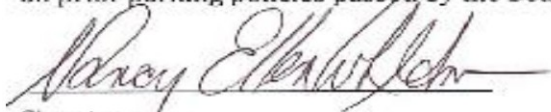
Towing can be authorized by the Association's Management Company and members of the Board of Directors. Affected homeowners are also authorized to contact the Association's designated towing company to have vehicles removed from their space(s), as detailed above, and to report vehicles parked in the fire lanes.

Towing Contractor

The authorized towing contractor for Tartan Village is **Dominion Towing**. The contractor is authorized to randomly drive through Tartan Village and remove any illegally parked vehicles. Dominion Towing can be reached at **(703) 730-1117**.

All homeowners who are more than 60 days delinquent in the payment of their TVCA quarterly assessments may have their parking privileges suspended following a Board hearing. All homeowners who are delinquent in the payment of the fines imposed for noncompliance violations may also have their parking privileges suspended following a Board hearing. In these instances Dominion Towing will remove vehicles parked in the affected spaces, at the owner's risk and expense. .

This Parking Policy as adopted at a regular meeting - Home Unit cc to of
Tartan Village Homeowners Association held on 11/15/11, Enacted
all prior parking policies passed by the Board of Directors.


Signature

Nancy Ellen Wohlman
Print Name


Signature

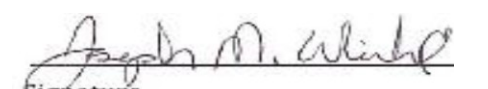
Jake E. Vanoverman
Print Name


Signature

DENNIS J. O'HARA
Print Name


Signature

MICHAEL D EVANS


Signature

JOSEPH M. WIELAND
Print Name


Signature

Gotoaiaa liz
Print Name

Signature

Print Name

Tartan Village
Application for Placement of Dumpster or Storage Pod/Crate

Date of Application: _____ Print Name of Homeowner: _____

Address of Residence in Tartan Village: Address of Homeowner:
 (where work is being done) (if different from where work is to be done)

Reserved Parking Space Number where dumpster or storage pod/crate is to be placed: _____

Dimensions of parking space to be used: Length: _____ Width: _____

Dimensions of Dumpster or Storage Pod/Crate

Length: _____ Width: _____ Height: _____

Please indicate which parking space is to be used for the dumpster or storage pod/crate by placing an **X** in the space you intend to use for this purpose. Also fill in the reserved parking space number on either side of the one being used for the dumpster or storage pad crate. If the intended space is an end parking space or next to an end parking space please indicate which side is the common area.

Reserved Space Number	Reserved Space Number	Reserved Space Number
-----------------------	-----------------------	-----------------------

Signature(s) of neighboring Homeowner (residence):

(Please Print Name) _____ Signature: _____

(Please Print Name) _____ Signature: _____

Signature(s) of Homeowner(s) of Reserved Parking Space on either side of space where dumpster or storage pod/crate is being placed:

(Please Print Name) _____ Signature: _____

(Please Print Name) _____ Signature: _____

Date Received by Management Company: _____

Date Approved by Board of Directors: _____

Tartan Village Community Association Architectural Control Committee (ACC) Change Request Form		Mail to: Tartan Village ACC C/O Cardinal Management 4330 Prince William Parkway, Suite 201 Woodbridge, VA 22191
From: (Homeowner Printed Name/ Tartan Village Home Address/Day/Evening Phone Number/ Lot Number (From Parking Spaces))		Legal Address (If Different from Tartan Village address)
Day Phone: _____ Evening Phone: _____ Lot Number: _____ (Same as number of Parking Space)		
Description of change: (Use additional sheets if needed. Include dimensions, materials, color, design, location, and details. Attach a copy of your plan drawing indicating location of sheds, patios, decks, or fences. Attach plan or sketch for decks, patios, sheds, or exterior changes. Refer to the guidelines in the <i>Tartan Village Community Handbook</i> .)		
Acknowledgement by adjacent owners. *** Signature indicates awareness of intent, not approval. ***		
Signature (Print Adjacent Owner Name/Signature) Printed Name: _____		Address Date: _____
Signature (Print Adjacent Owner Name/Signature) Printed Name: _____		Address Date: _____
Homeowner certifies all work, if approved, will conform to applicable building codes and no work will start without ACC approval.		
Signature (Owner) _____		Date: _____
Date Received By: Management Co. _____	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied <input type="checkbox"/> More Information Needed <input type="checkbox"/> Refer To TVCA Board	
By ACC: _____	Allowed Start Date: _____ Required Start Date: _____ Completion Date: _____	
Signature (ACC) _____		Date: _____
Signature of Board _____		Date: _____

Appendix A.

D'evereux West Community Association t/a Tartan Village Community Association Policy Resolution Regarding Delinquent Assessment Payments

WHEREAS, the Declaration of Covenants, Conditions and Restrictions of D'evereux West Community Association, t/a Tartan Village Community Association (the "Declaration"), the By-Laws of D'evereux West Community Association, t/a Tartan Village Community Association (the "By-Laws") and the Articles of Incorporation of D'evereux West Community Association t/a Tartan Village Community Association (the "Articles of Incorporation"), as amended, collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents and the rules and regulations of the Association; and

WHEREAS, Article V, Section 1 and Section 2 of the recorded Declaration creates an Annual Maintenance Assessment and a Special Maintenance Assessment obligation for an Owner; and

WHEREAS, the Governing Documents and the rules and regulations of D'evereux West Community Association t/a Tartan Village Community Association (the "Association") provide that the Board of Directors (the "Board"), is empowered to implement procedures for collection of the assessments from the Owners; and

WHEREAS, Article XIV of the By-laws provides that the fiscal year shall be the calendar year beginning in January and ending in December; and

WHEREAS, Article V, Section 1 of the Declaration empowers the Board to establish the due dates for the payment of the Annual Maintenance Assessment; and

WHEREAS, pursuant to Article V, Section 1 of the Declaration, the Board has determined that installments of the Annual Maintenance Assessment are due quarterly on the first day of January, April, July, and October of each year (the "Due Date"), and

WHEREAS, pursuant to Article V, Section 6 of the Declaration, the Board has determined if a quarterly installment remains unpaid more than ten (10) days from the due date, interest shall accrue at the rate of 8%; and

WHEREAS, pursuant to the Board's authority to establish due dates in accordance with Article V, Section 1 of the Declaration, the Board has determined that in the event an Annual Maintenance Assessment remains unpaid more than ten (10) days from the due date, the Owner shall be required to pay the entire balance of the Annual Maintenance Assessment for the balance of the calendar year; and

WHEREAS, Article VIII, Section 1 of the Declaration and Article VII, Section 1(e) of the By-laws provide that the Association may delegate any such powers to a Managing Agent in writing unless expressly reserved to the Board; and

WHEREAS, Article V, Section 6 of the Declaration provide that a delinquent Owner shall be responsible for the costs of collection, including court costs, interest and reasonable attorney fees of not less than 20% of the amount of delinquency which shall be added to the Owner's Assessments; and

WHEREAS, Article IV, Section 1(d) of the Declaration, Article VI, Section 9 of the Declaration and Article VII, Section 1 of the By-laws permit the Association or Managing Agent to suspend the delinquent Owner's voting rights or use of the Common Area and Recreation Area including parking areas; and

WHEREAS, Article V, Section 6 of the Declaration provide that the Board shall take legal action to collect Assessments that remains unpaid, including foreclosure of the lien recorded against the Lot and;

WHEREAS, there is a need to establish orderly procedures for the billing and collection of the Assessments;

NOW THEREFORE, it is hereby RESOLVED THAT the Board duly adopts the following assessment collection procedures:

I. Routine Collections

A. The amount of the Annual Maintenance Assessment shall be established by the Board and collected quarterly, in equal installments, with payment due on the first day of each quarter (the "Due Date"). There shall be no penalty for prepayment of an installment of the Assessment. The fiscal year of the Association shall be the twelve (12) month period beginning January 1 and ending December 31.

B. Non-receipt of a payment coupon, coupon books, notices, or other such documents relating to the payment of the Assessment shall not excuse an Owner from the obligation to pay Annual Maintenance Assessments or Special Maintenance Assessments. Pursuant to Article V, Section 1 of the Declaration, no Owner may exempt himself for liability for the Assessment by abandoning any Lot or by the abandonment of the use and enjoyment of the Common Area or Recreation Area.

C. Non-resident Owners must provide the Board with a telephone number and address, in writing, where the Owner can be contacted; otherwise, all notices shall be sent to the Lot address.

II. Remedies for Nonpayment of Assessments

A. Interest and Cost. If a quarterly installment of the Annual Maintenance Assessment or a Special Maintenance Assessment is not paid and received within ten (10) days of the Due Date, interest shall accrue from the Due Date at the rate of eight percent (8%) per annum. Accrued collection cost shall also be added to the Owner's account. A Late Notice may be sent, by regular first class mail, by the Managing Agent to the delinquent Owner demanding payment of the Annual Maintenance Assessment or Special Maintenance Assessment, collection cost and accrued interest. A Late Notice is not required to be sent to the Owner prior to account being sent to legal counsel for collection.

B. Returned Check Charge. If the Association receives a check from an Owner which fails to clear the Owner's personal banking account, the Association or the Management Agent shall charge the Owner a returned check charge of fifty dollars (\$50.00), or the maximum amount permitted by law, whichever is greater. If the Association receives from any Owner, in any fiscal year, one or more returned checks for payment of an installment of the Annual Maintenance Assessment or Special Maintenance Assessment, the Managing Agent may require all future payments to be made by certified funds or cashier's check for the remainder of the fiscal year.

C. Referral to Legal Counsel. Acceleration and Suspension of Privileges.

Whenever an Owner fails to pay any portion of the Annual Maintenance Assessment or Special Maintenance Assessment, the Managing Agent, with approval of the Board, shall take the following action:

1. The account shall be referred to legal counsel for immediate action.
2. Legal counsel is authorized, with approval of the Board, to take the following action: upon notice to the Owner, the entire balance of the Annual Maintenance Assessment or Special Maintenance Assessment for the remainder of the fiscal year shall automatically be declared due in full; a memorandum of lien for unpaid Annual Maintenance Assessments or Special Maintenance Assessments, the balance of the Annual Maintenance Assessment or Special Maintenance Assessment for the remainder of the fiscal year may be recorded against the title to the Lot and a civil action for judgment may be brought against the Owner for the unpaid Annual Maintenance Assessment or Special Maintenance Assessment, interest, attorney fees, collection cost and court costs. Legal counsel is authorized to take action to collect the unpaid Annual Assessment or Special Assessment, interest, collection cost, attorney's fees and court costs.
3. The Board may choose to authorize legal counsel to foreclose the memorandum of lien for unpaid Annual Maintenance Assessments and/or Special Maintenance Assessments, pursuant to the Declaration and in the manner provided by the laws of the Commonwealth of Virginia, including the Virginia Property Owner's Association Act ("POAA").
4. The Managing Agent may suspend an Owner's rights, privileges and benefits of membership, pursuant to Article III of this Resolution, below. If imposed, the suspension shall continue until payment is received in full by the Association. Such suspension may include, but is not limited to, revocation of recreation, pool and parking privileges.

E. Method of Crediting Payments. After an account becomes delinquent, payment received from an Owner will be credited to the account in the following order of priority:

- a. Charges for attorney's fees and court costs.
- b. Interest, Management fees, collection costs, resale disclosure packet fees and returned check charges.
- c. Any and all Special Maintenance Assessments.
- d. The installments of the Annual Maintenance Assessment, oldest outstanding first.

III. Suspension of Privileges

A. Voting and Elections. Suspension of the right to vote is not addressed by the POAA. Pursuant to Article IV, Section 1(d) of the Declaration and Article VII, Section 1 of the By-laws, an Owner may not vote if payment of the assessment on the Lot is delinquent at the time of such meeting or election. Suspension of the right to vote does not require notice and a hearing.

B. Suspension of Use of Facilities and Services. Once an account is delinquent for sixty (60) days, the responsible Owner shall no longer be a Member in good standing of the Association. Such Owner may not be entitled to any of the rights and privileges of membership, including the right to general access to, and use of, the Common Area, Recreation Area or services of the Association. Suspension, pursuant to Paragraph B, is subject to the notice and hearing provisions of the POAA as follows:

1. Before any suspension, the Owner shall be given an opportunity to be heard, to present witnesses and to be represented by counsel before the Board or other tribunal specified in the Governing Documents and rules and regulations of the Association.
2. Notice of the hearing shall be mailed by certified mail, return receipt requested to the Owner at the address of record with the Association, at least fourteen (14) days prior to the hearing.
3. The Notice of the hearing shall contain a description of the amount of the unpaid assessments and the provisions of the Governing Documents and rules and regulations of the Association alleged to have been violated.
4. The Board decision shall be hand delivered or mailed by certified mail, return receipt requested, to the Owner at the address of record with the Association within seven (7) days of the hearing.

The Board directs that this Policy Resolution Regarding Delinquent Assessment Payments shall be reasonably published or distributed to the Owners of the Association.

This Resolution numbered 2013 - 0001 supersedes the Collection Resolution adopted June 1, 2003 and is effective _____.

Duly adopted at a meeting of the Board of Directors held _____ .

Motion by: _____ Seconded by: _____

VOTE:	Yes	No
_____ Nancy Ellen Wohltman, President	_____	_____
_____ Mike Evans, Vice President	_____	_____
_____ Joe Wieland, Treasurer	_____	_____
_____ Nina Hill, Secretary	_____	_____
_____ Dennis O'Hara, Member at Large	_____	_____
_____ Jake VanWoerkman, Member at Large	_____	_____
_____ Jose Rodriguez, Member at Large	_____	_____

Appendix B.

Resolution dealing with Solar Panels

Tartan Village Community Association
Policy Resolution No. _____
Solar Energy Panels

WHEREAS, the recorded Declaration of Covenants, Conditions and Restrictions (the "Declaration") of Tartan Village Community Association (the "Association") restrict external changes to any Lot or building or other improvement on a Lot, within the Tartan Village community;

WHEREAS, Article VI, Section 1 of the Declaration provides that nothing shall be erected, placed, altered or otherwise externally changed on any Lot until it is approved by an Architectural Control Committee ("ACC") designated by the Board of Directors;

WHEREAS the Board of Directors of the Association has authorized the Board of Directors to act as the Architectural Control Committee for the Association;

WHEREAS, Article VI, Sections and Section 5 of the Declaration authorize the ACC to adopt or promulgate any rule or regulation in carrying out its authority to regulate such exterior changes;

WHEREAS, among the purposes of the Declaration and the Rules and Regulations of the Association are preservation the values of the community and maintenance of harmony of improvements within the community;

WHEREAS, effective July 1, 2006, the Code of Virginia, as amended, prohibits community associations from enacting any provisions restricting solar power or the use of solar energy collection devices on the Lots, except to the extent the prohibition is provided in a community association's Declaration or rules and regulations duly adopted pursuant thereto; and

WHEREAS, the Board of Directors finds that it is necessary to prohibit solar panels to preserve the values of the community and to maintain harmony of improvements within the community;

NOW THEREFORE, it is hereby RESOLVED THAT the Board of Directors of the Association, acting as the Architectural Control Committee, duly adopts the following Resolution regarding solar energy panels:

1. The installation and/or use of solar panels or other solar energy collection devices on the Lots, on any buildings or other improvements on Lots, or on any part of the Common Area, is prohibited.
2. This Resolution shall be reasonably published or distributed to the Owners of the Association.

3. This Resolution shall be effective on July 1, 2006.

Board of Directors
Tartan Village Community Association
By: *James A. Parnell*
Chairman

ATTEST:

James A. Parnell, Secretary

Date 4/22/06

Appendix C. – Forms

ACC Request Form

Tartan Village Community Association Architectural Control Committee (ACC) Change Request Form		Mail to: Tartan Village ACC C/O Cardinal Management 4330 Prince William Parkway, Suite 201 Woodbridge, VA 22191
From: (Homeowner Printed Name/ Tartan Village Home Address/Day/Evening Phone Number/ Lot Number (From Parking Spaces)) Day Phone: _____ Evening Phone _____ Lot Number: _____ (Same as number of Parking Space)		Legal Address (If Different from Tartan Village address) _____
Description of change: (Use additional sheets if needed. Include dimensions, materials, color, design, location, and details. Attach a copy of your plan drawing indicating location of sheds, patios, decks, or fences. Attach plan or sketch for decks, patios, sheds, or exterior changes. Refer to the guidelines in the Tartan Village Community Handbook.) <div style="height: 150px; border: 1px solid black;"></div>		
Acknowledgement by adjacent owners. *** Signature indicates awareness of intent, not approval. ***		
Signature (Print Adjacent Owner Name/Signature) Printed Name: _____	Address Date: _____	
Signature (Print Adjacent Owner Name/Signature) Printed Name: _____	Address Date: _____	
Homeowner certifies all work, if approved, will conform to applicable building codes and no work will start without ACC approval.		
Signature (Owner) _____		Date: _____
Date Received By: Management Co. _____	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied <input type="checkbox"/> More Information Needed <input type="checkbox"/> Refer To TVCA Board	
By ACC: _____	Allowed Start Date: _____ Required Start Date: _____ Completion Date: _____	
Signature (ACC) _____		Date: _____
Signature of Board _____		Date: _____

INSTRUCTIONS FOR ACC CHANGE REQUEST FORM

These instructions are to assist homeowners in filling out the application so to not delay the processing of their requests.

- First part of the form is self-explanatory
- **Description of Change:** This block requires a full description of what the homeowner is planning on doing on the property and is requesting the ACC to approve. Things that need to be included in the description or as an attachment to the form.
 - o Plans/Sketches of the work to be performed – please provide as much information as possible, you can reference attachments in your description so they ACC can refer to it.
 - o Homeowners need to review the Community Handbook to ensure the work is in compliance with the ACC standards.
 - o Description must be legible so the ACC can read without having to ask for clarification of the homeowner.
- **Signatures of Acknowledgement of Adjacent Homeowners:** Only one signature is required from **each** of your neighbors, however, they must be the signature of the homeowner of the property. If the neighbor is a renter see if they will provide either the homeowners contact information or the Management Company for that property, if they will not you **must** then contact Cardinal Management to see if they have contact information on the homeowner of the property. **Failure to have the homeowners of adjacent properties signature on the form will result in an automatic rejection of the form and a delay and getting your request approved.**

You should carefully plan out your project. There are 3 dates on the form that you need to be aware of since they determine when you can begin your project and when the project must be completed. These dates are:

Allowed Start Date: This is the first date that you can start your project. This date takes into consideration the 30 waiting period that your neighbors have to file an objection to your project. Do not assume that their acknowledgement signature on the form means they have no objections.

Required Start Date: This is the absolute last date that you have to get your project started. According to the governing documents of the Association, the homeowner has 6 months or 180 days from the date that their request has been approved to begin work. If you do not meet this date then you must resubmit the request and begin the process again from the beginning.

Completion Date: This is the date that you have the project completed. According to the governing documents of the Association, the homeowner has 1 year or 365 days from the date that their request has been approved to complete the project.

Form to Request Approval for Placement of Dumpster or Pod/Crate

Tartan Village
Application for Placement of Dumpster or Storage Pod/Crate

Date of Application: _____

Print Name of Homeowner: _____

Address of Residence in Tartan Village:
(where work is being done)

Address of Homeowner:
(if different from where work is to be done)

Reserved Parking Space Number where dumpster or storage pod/crate is to be placed: _____

Dimensions of parking space to be used: Length: _____ Width: _____

Dimensions of Dumpster or Storage Pod/Crate

Length: _____ Width: _____ Height: _____

Please indicate which parking space is to be used for the dumpster or storage pod/crate by placing an X in the space you intend to use for this purpose. Also put in the reserved parking space number on either side of the one being used for the dumpster or storage pod/crate. If the intended space is an end parking space or next to an end parking space please indicate which side is the common area.

Reserved Space Number	Reserved Space Number	Reserved Space Number
-----------------------	-----------------------	-----------------------

Signature(s) of neighboring Homeowner (residence):

(Please Print Name) _____

Signature: _____

(Please Print Name) _____

Signature: _____

Signature(s) of Homeowner(s) of Reserved Parking Space: _____
storage pod/crate is being placed:

(Please Print Name) _____

Signature: _____

(Please Print Name) _____

Signature: _____

Received by Management Company: _____

Date Approved by Board of Directors: _____

Appendix D

Exhibits

Appendix D – Exhibits

Exhibit 1 – Exterior Color Palette – Siding



Exhibit 2 – Exterior Color Palette

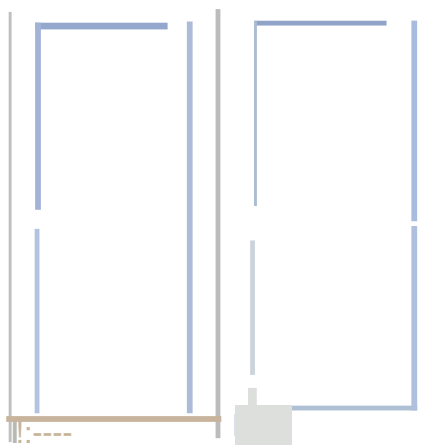
Trim/Accents



Examples of Doors

Community Association Architectural Control Committee Rules and Regulations

Exhibit B- Sample Door-(Storm and Screen)



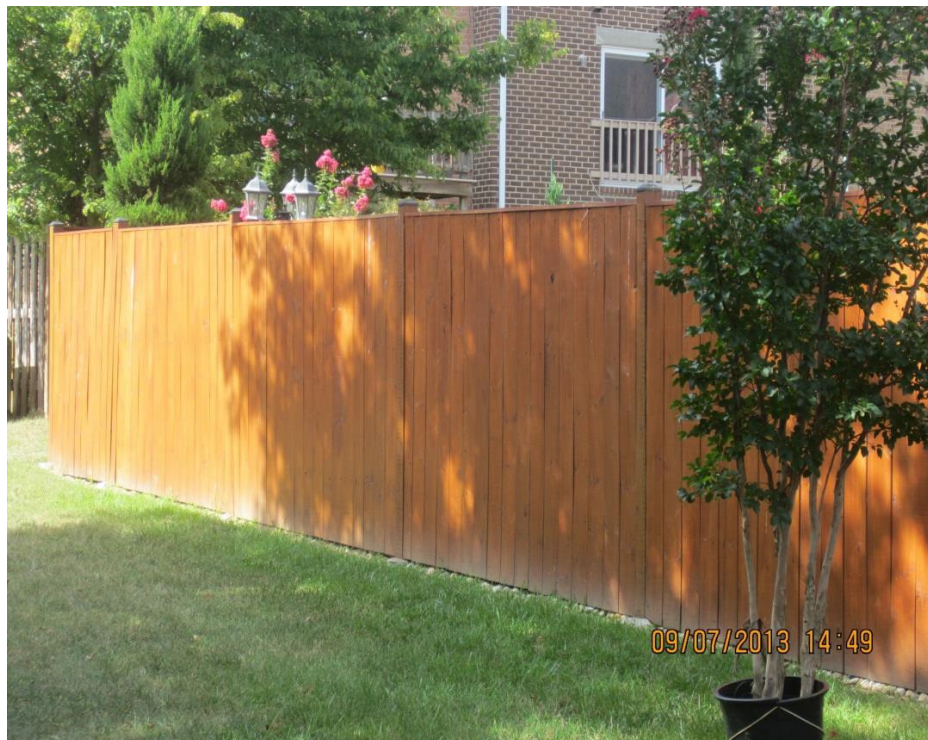
Examples of Doors

TARTAN VILLAGE

Exhibit B – Sample Doors – (Storm and Screen) *continued*

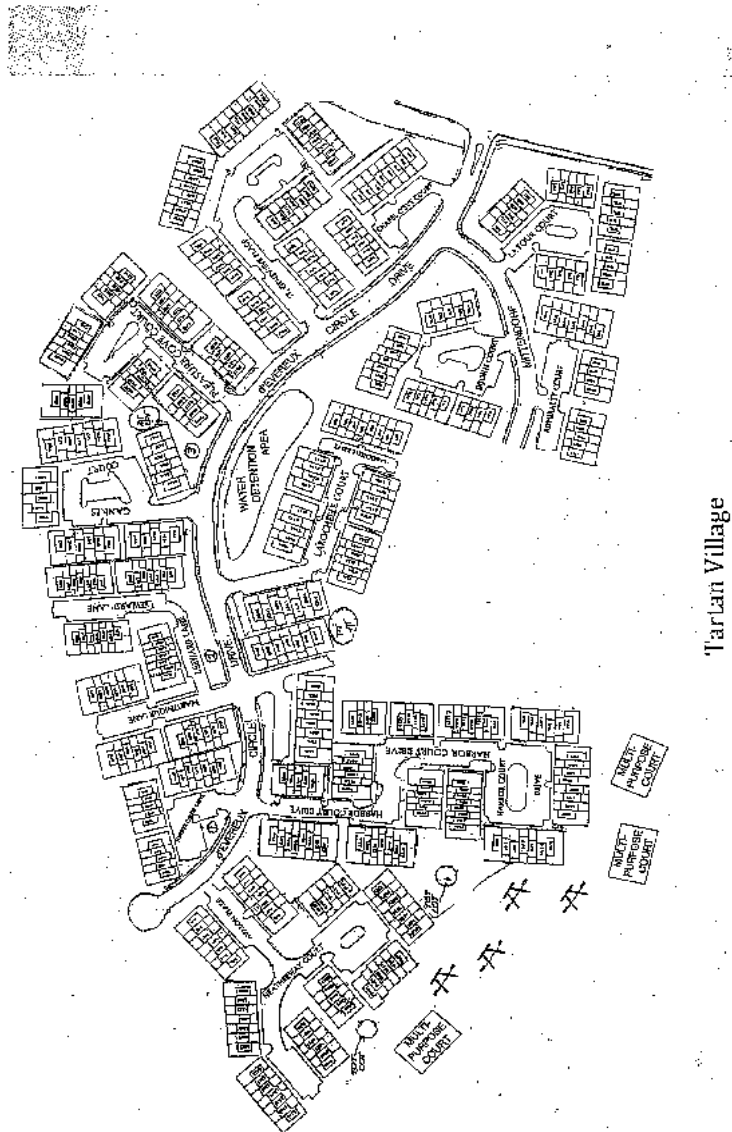


Examples of Fences

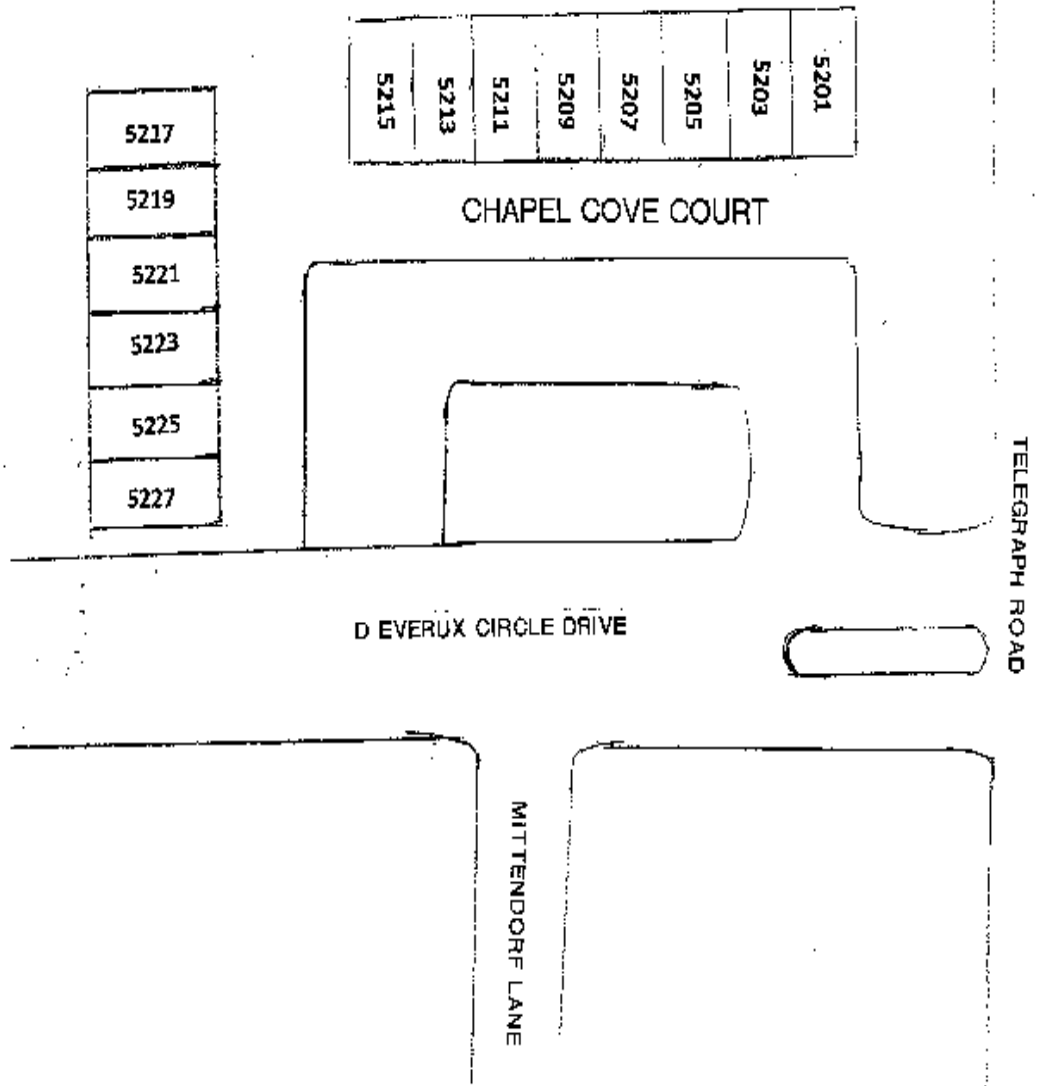


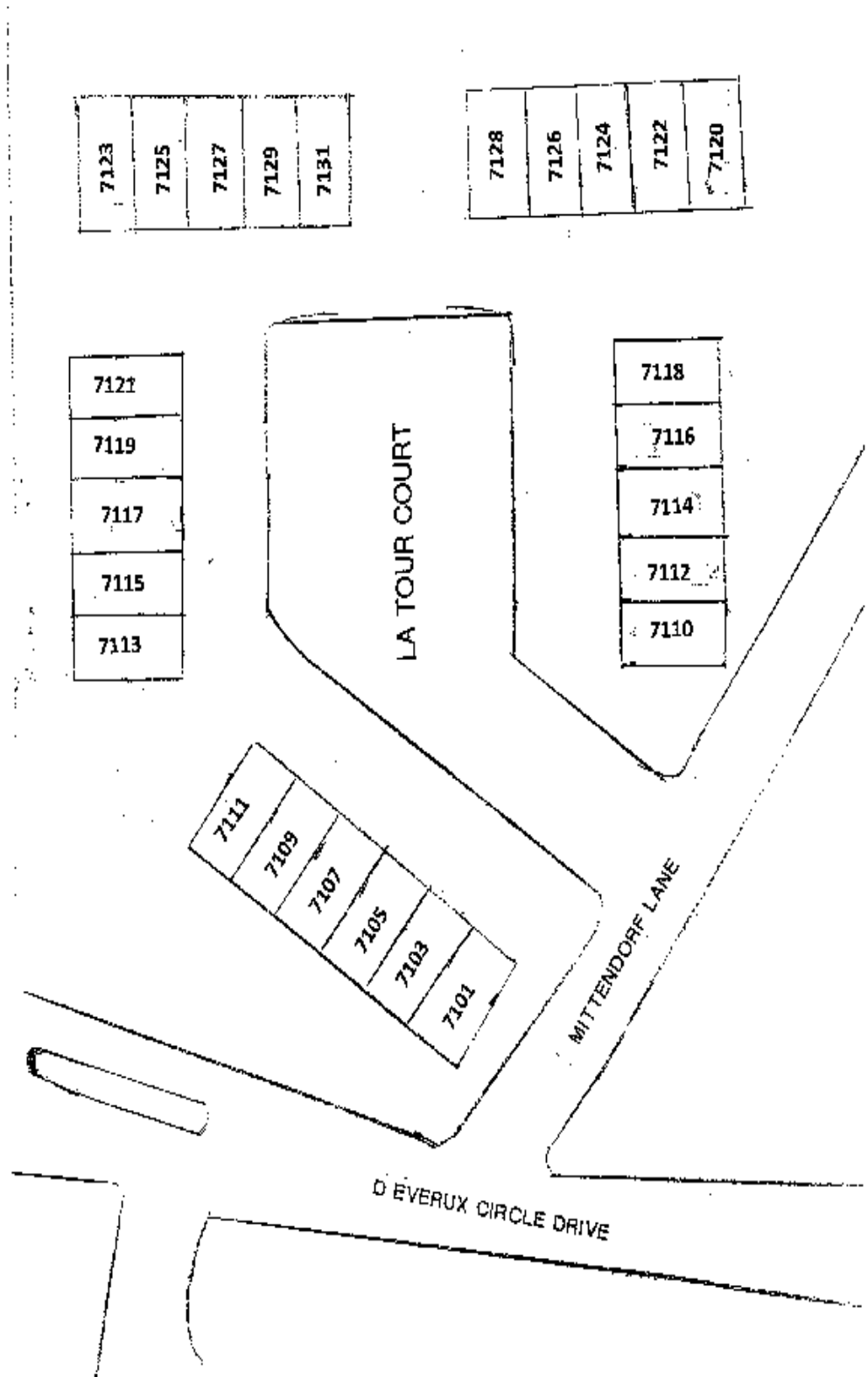
Appendix E.

Maps



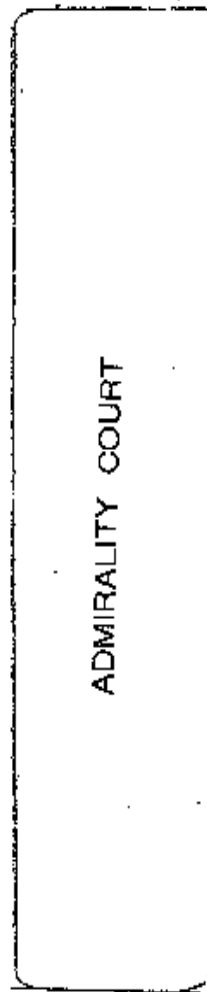
Tartan Village





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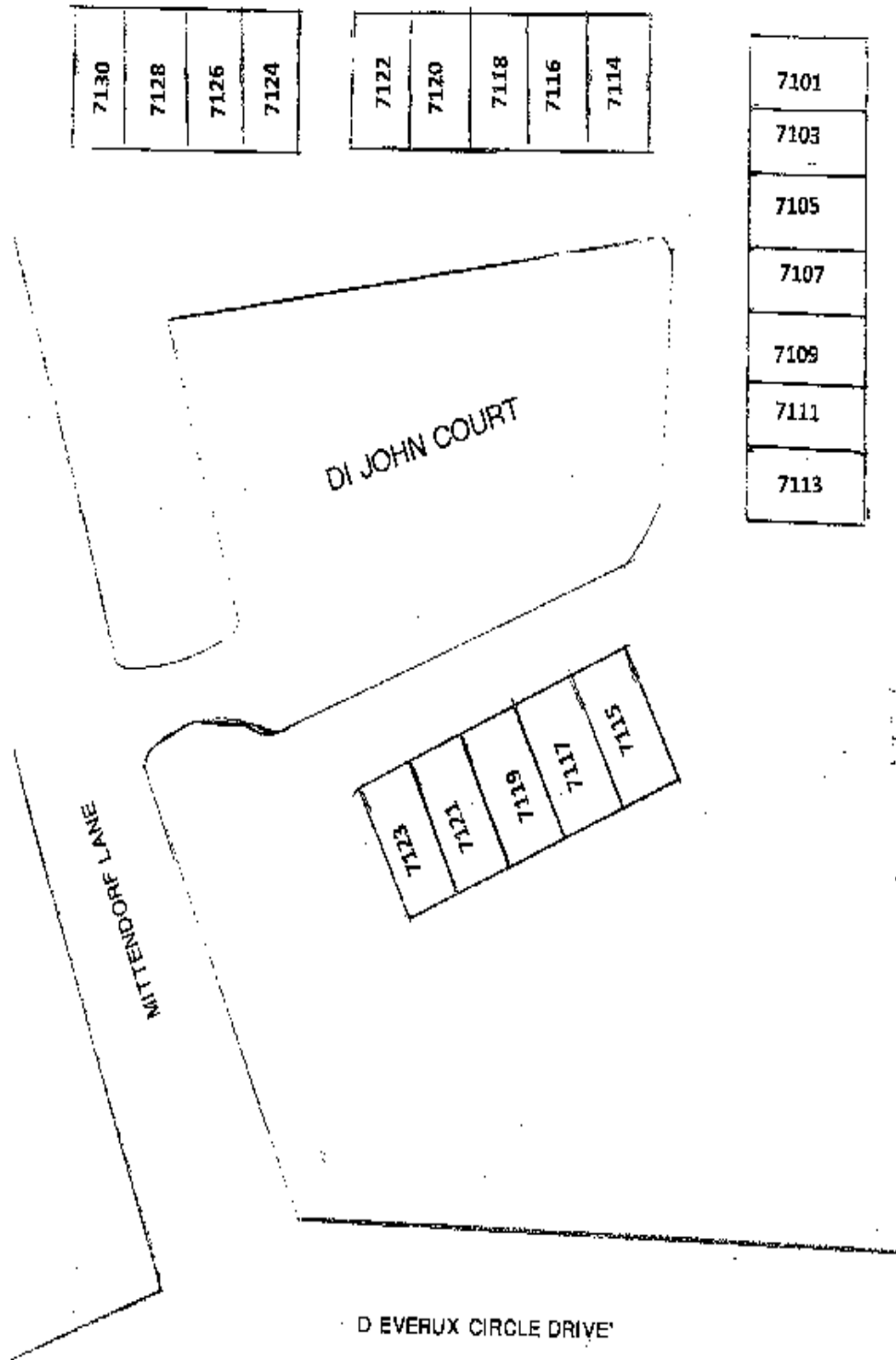
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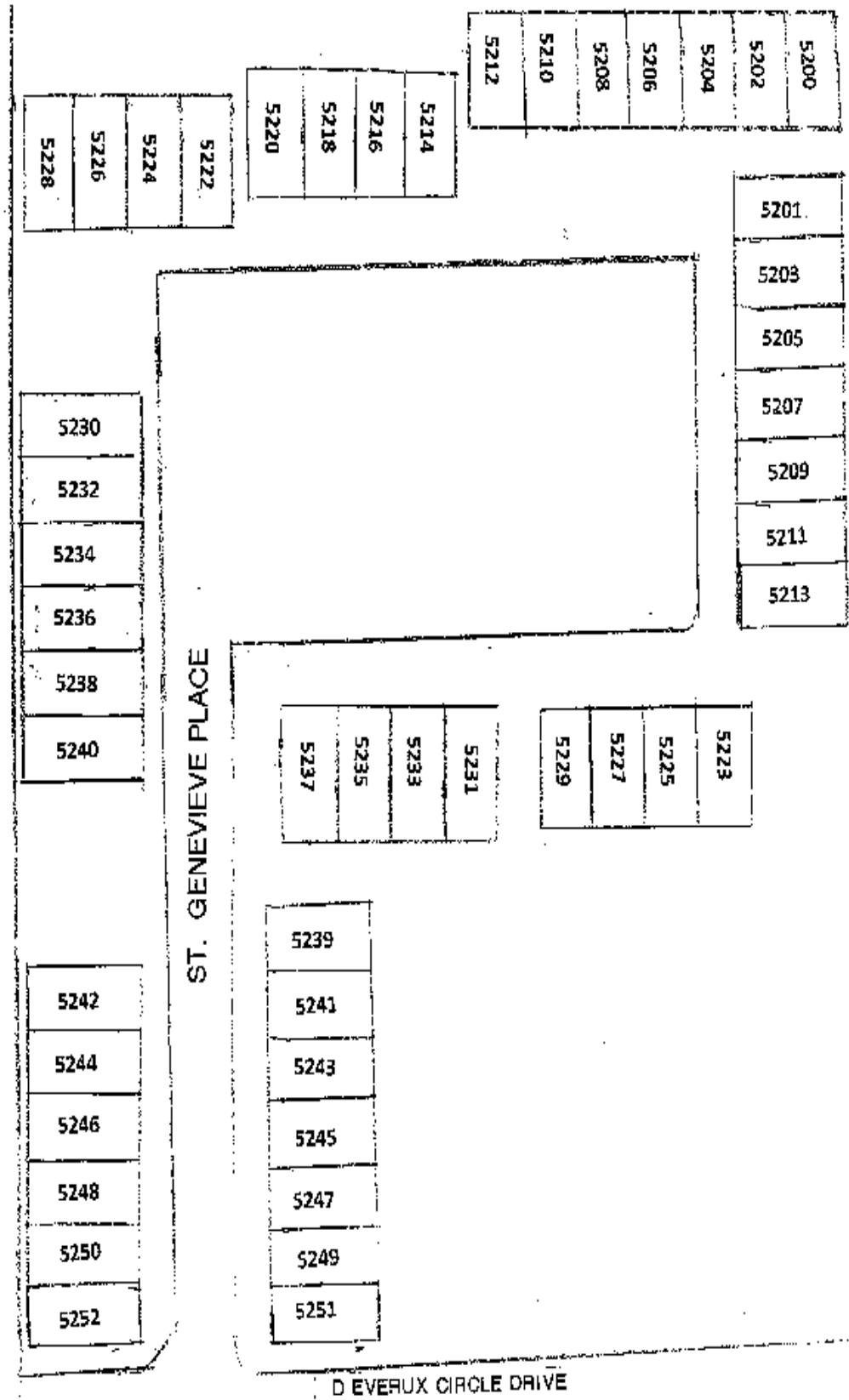


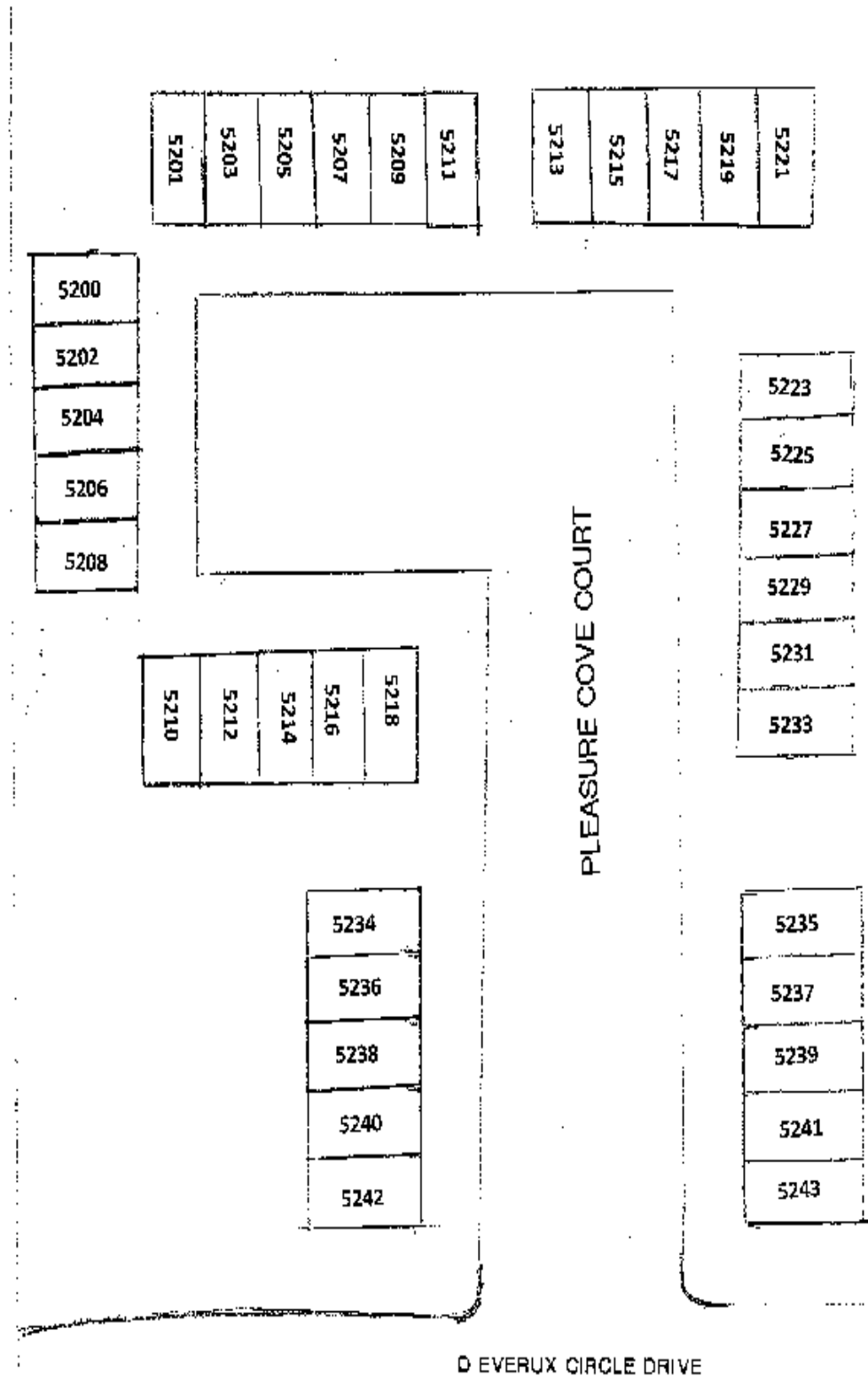
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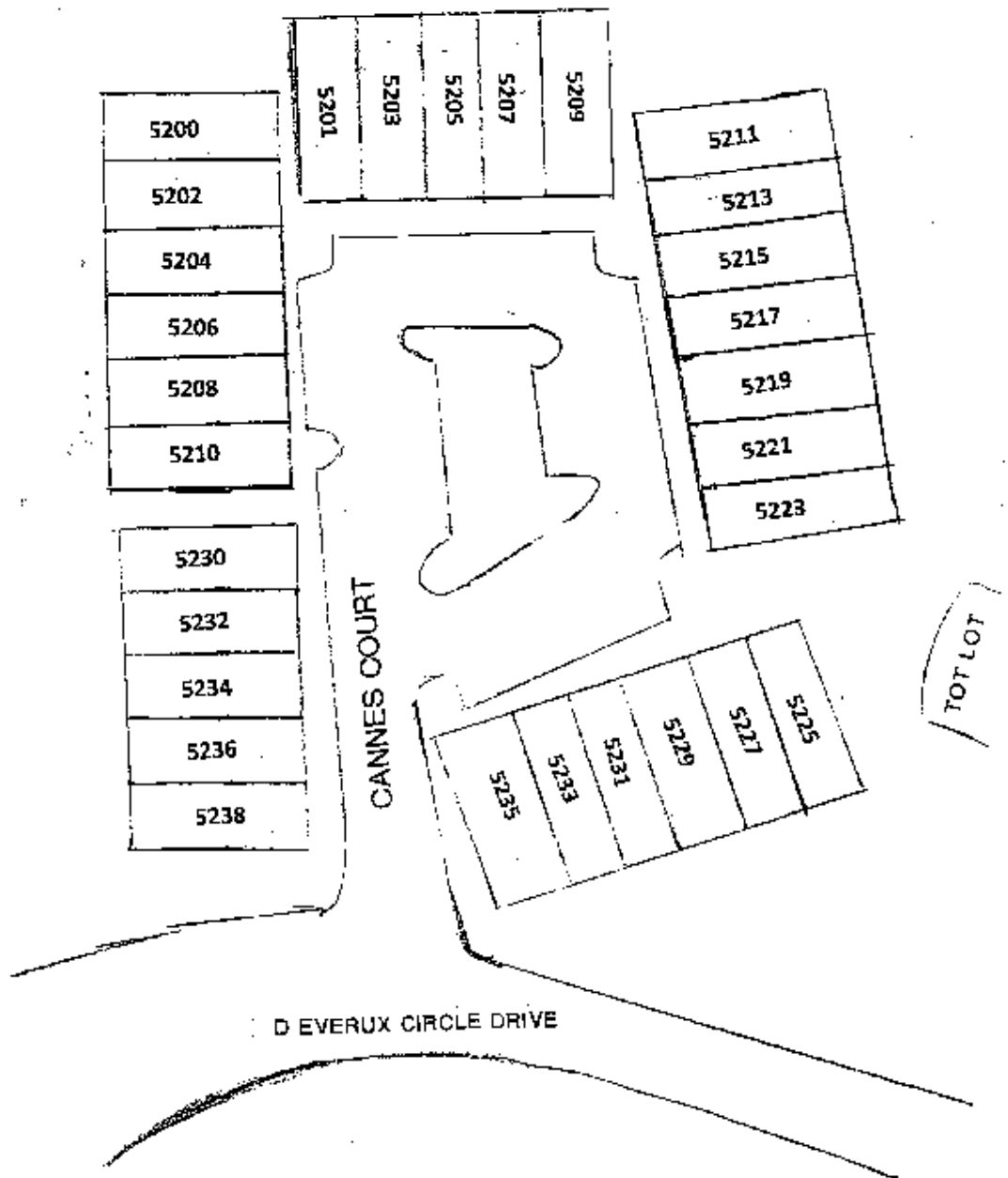
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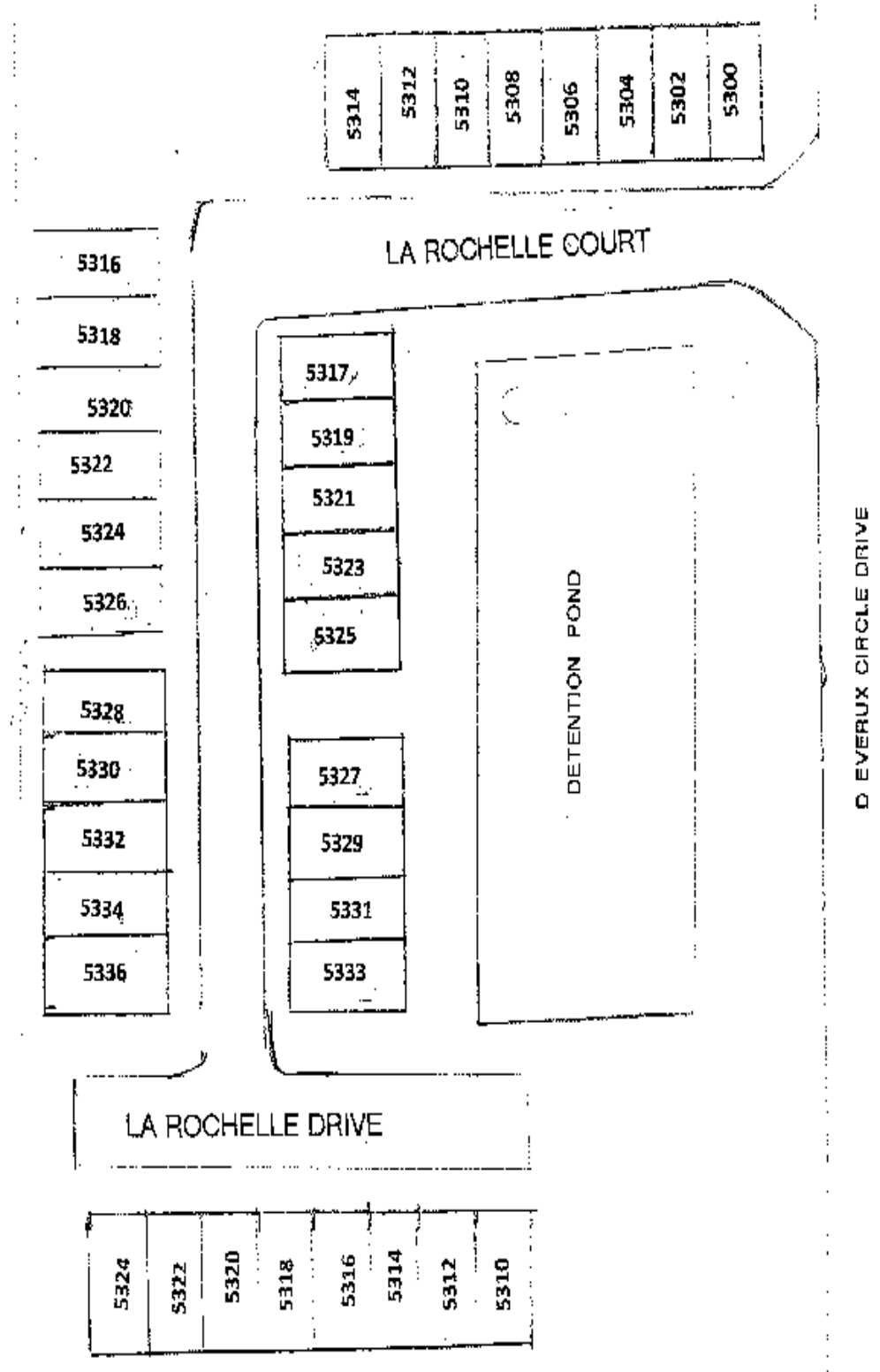
DI JOHN COURT

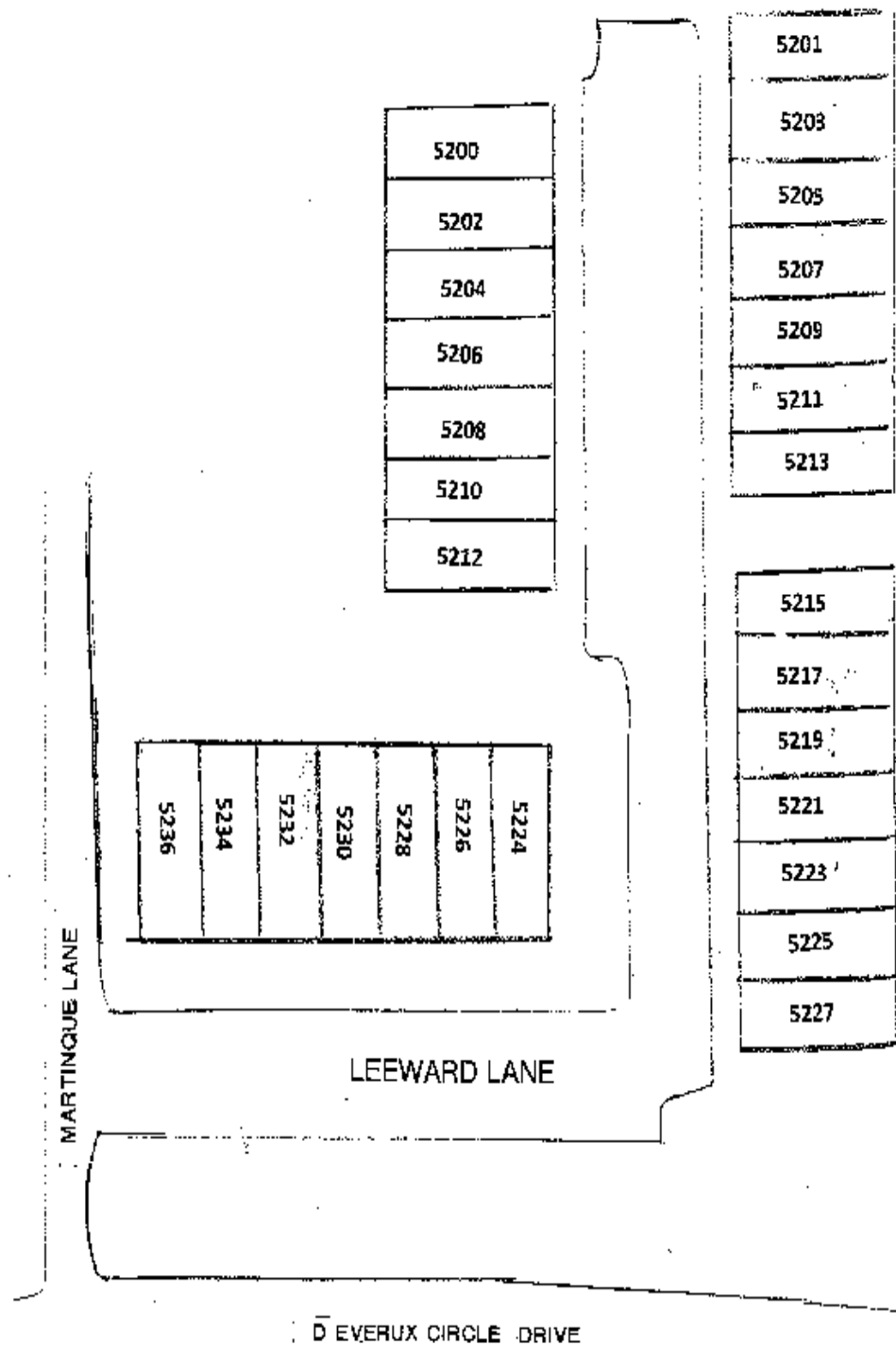


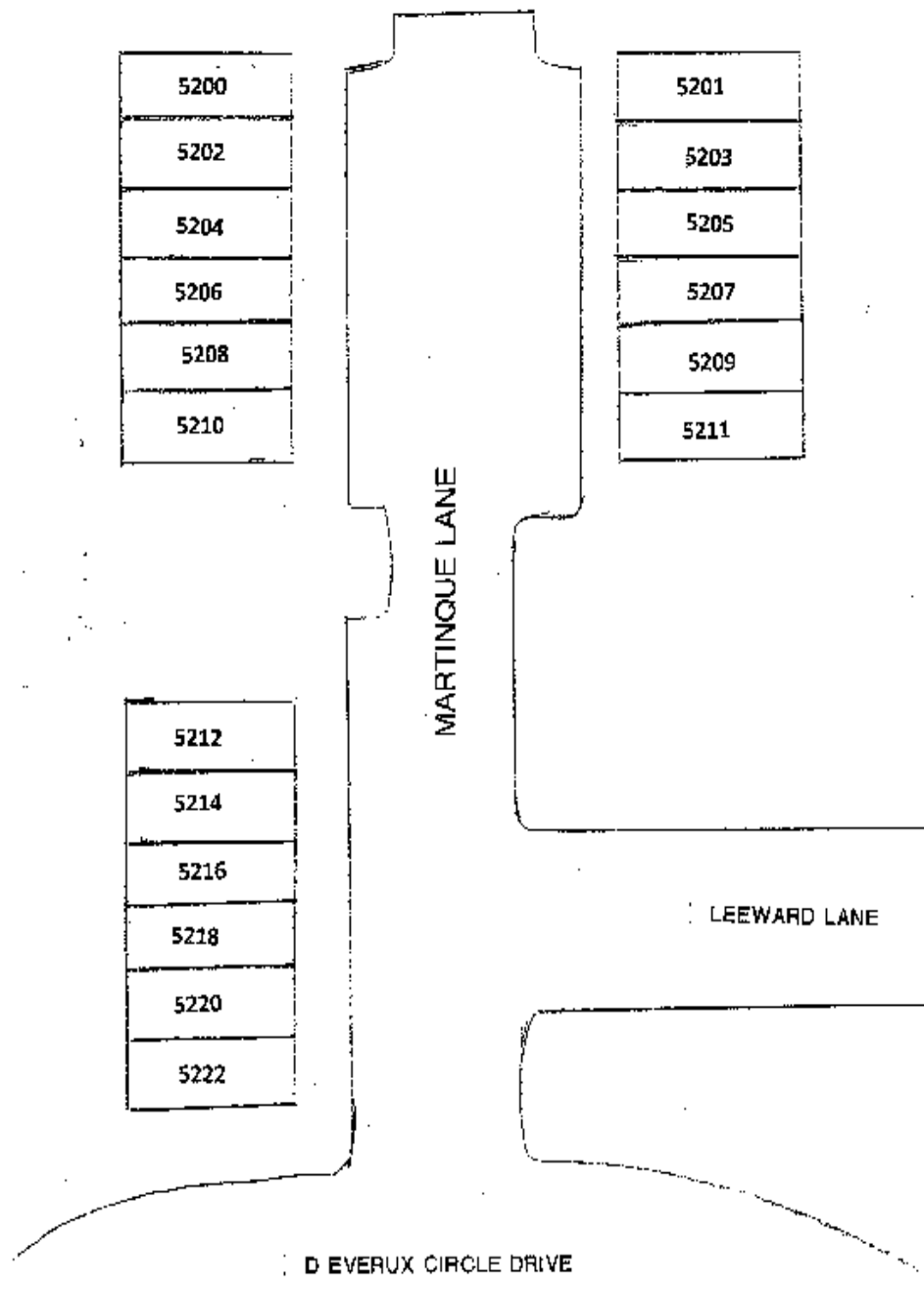


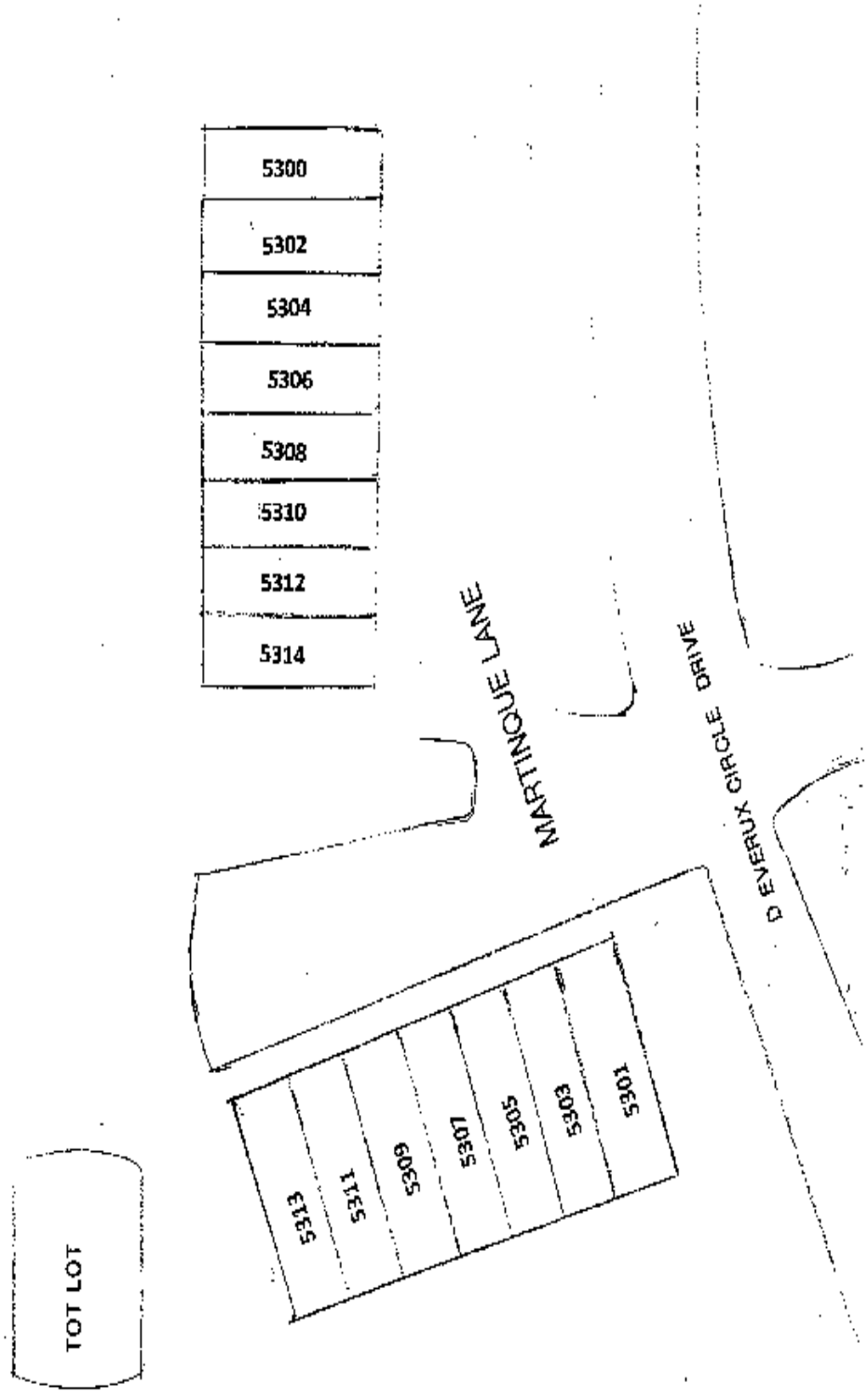


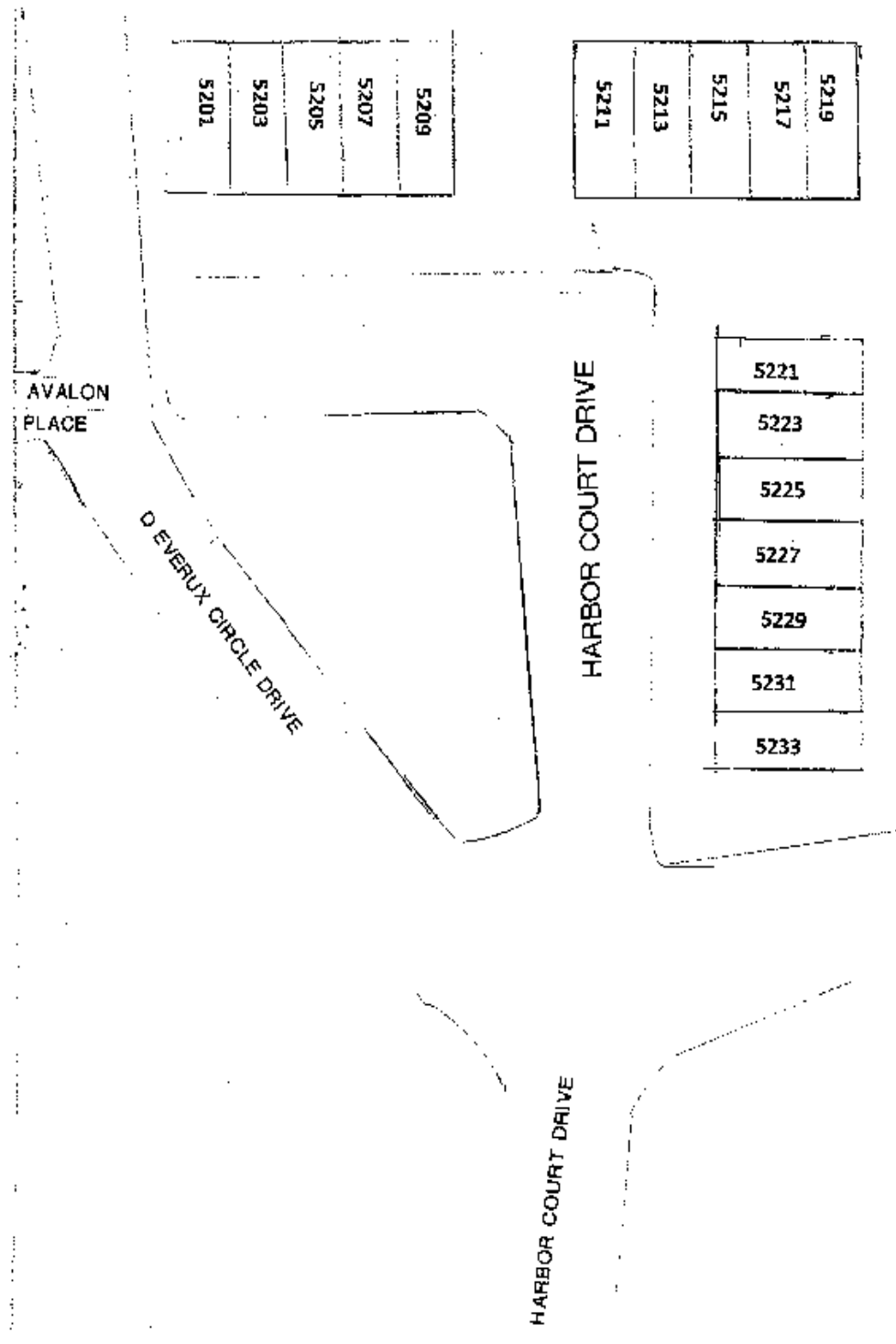


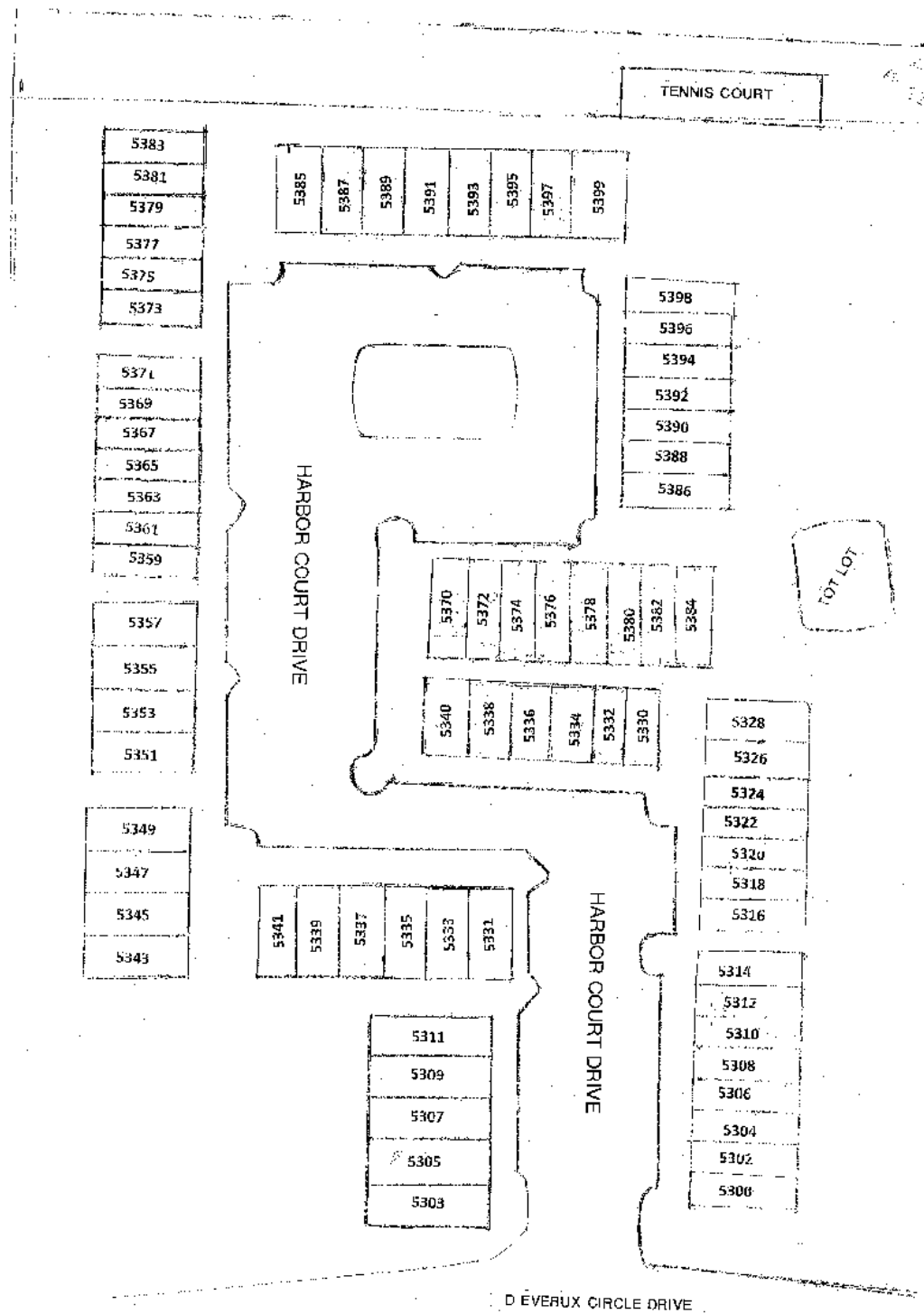


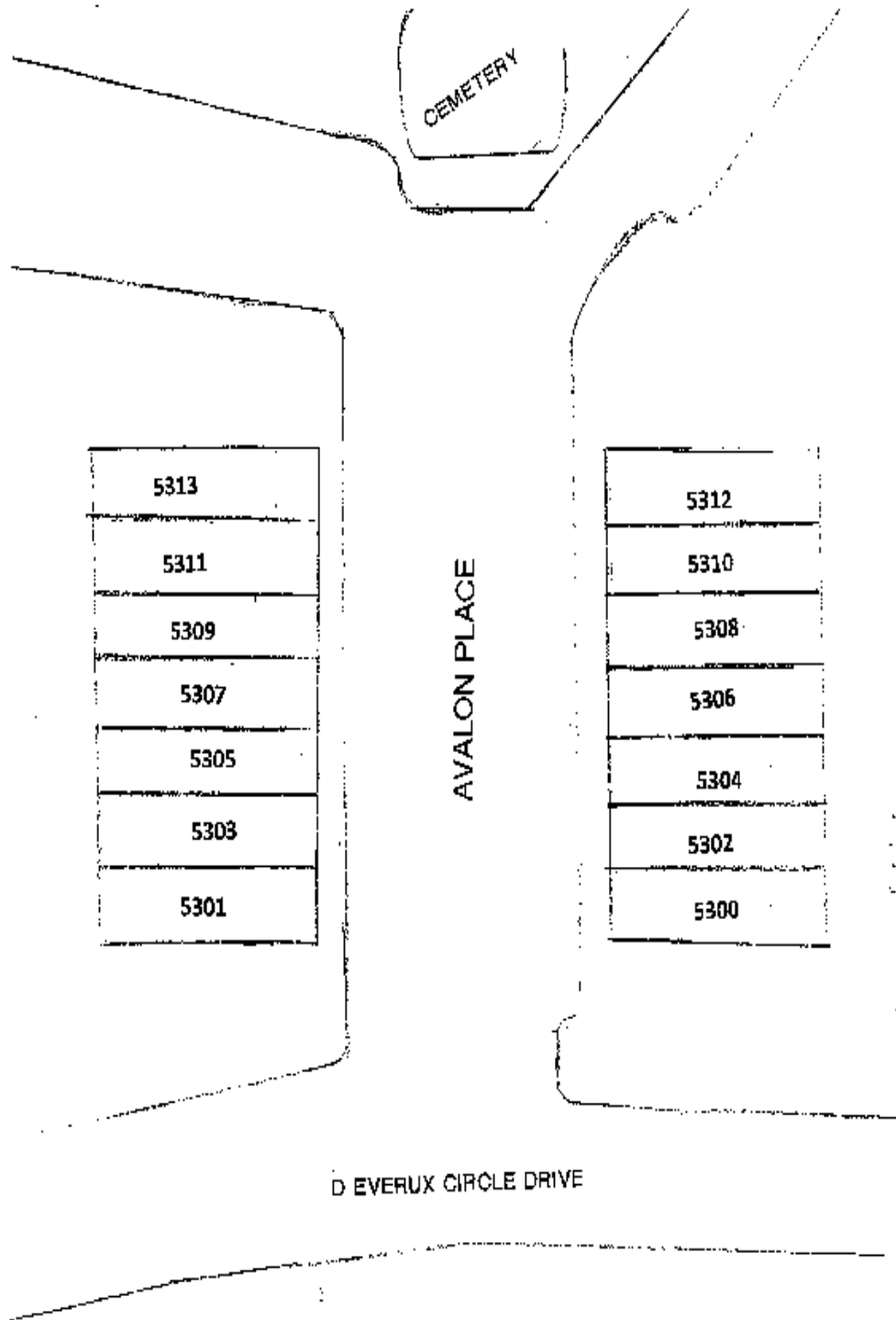


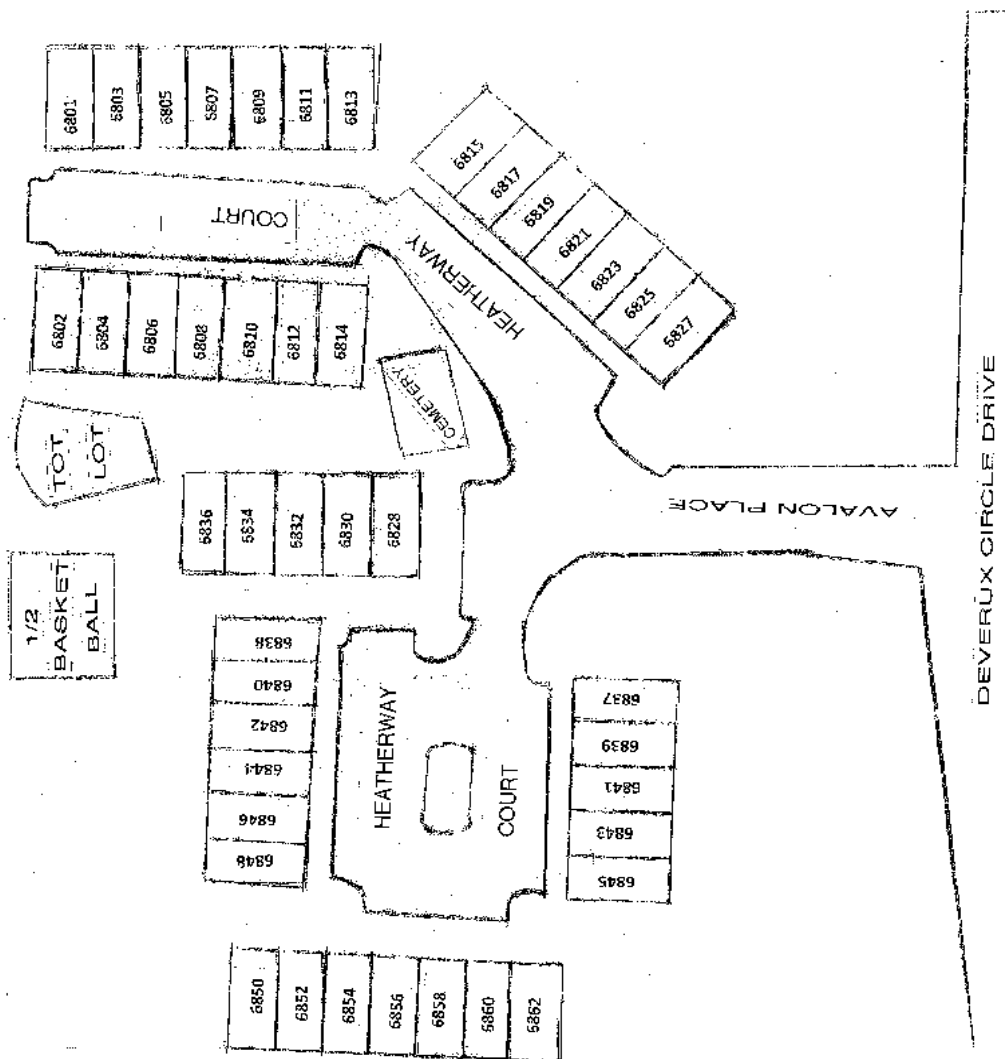












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Appendix F.

Contact Information

Tartan Village

Cardinal Management Group, Inc.

4330 Prince William Parkway
Suite 201
Woodbridge, VA 22192
Phone: 703-569-5797
Fax: 703-866-3156
www.cardinalManagementgroup.com

Community Manager: Victoria Garner
Phone: 703-565-
5016 v.garner@cardinalManagementgroup.com

Management Assistant: Jessica Mattran
Phone: 703-565-
5002 j.mattran@cardinalManagementgroup.com

Accounting Representative: Ashley Fleck
Phone: 703-565-
5028 a.fleck@cardinalManagementgroup.com

Dominion Towing 703-730-1177

American Disposal 703-368-0500

Local authorities, Utilities, Etc.

Fairfax County Police Department Non-emergency
703-922-
0889 <http://www.fairfaxva.gov/police/stations/franconia>

Kingstowne Fire & Rescue Department
703-719-9294
<http://www.fairfaxva.gov/FireRescue/Fire>

Poison Control Center
1-800-222-1222

Miss Utility - Before You Dig

1-800-257-7777D

Dominion Virginia Power

1-888-667-

3000 <http://www.dom.com/>

Washington Gas

Non-emergency - 703-750-1000

Emergency - 703-750-

1400 <http://www.washingtongas.com/>

Fairfax County Water Authority

Customer Service - 703-698-5613

Emergency - 703-698-

5613 http://www.fcwa.org_watmainbreak@fairfax.org

Verizon

1-800-837-

4966 <http://www.verizon.com/>

Cox Cable

Technical Support 703-378-

8422 <http://www.cox.com/>

Virginia Department of Transportation (VDOT)

1-800-367-

7623 <http://www.virginiadot.org/info/contactus>

Department of Motor

Vehicles <http://www.dmv.state.va.us/>

Fairfax

Connector <http://www.fairfaxconnector.com/>

Virginia Railway Express (VRE)

<http://www.vre.org/>

Appendix G.

Area Libraries-Post Offices-Schools-Shopping

Post Offices

5900 Barclay Drive
Alexandria, VA 22315
703-971-3093

7221 Franconia Road
Alexandria, VA 22310
703-971-0435

Libraries

John Marshall
6209 Rose Hill Drive
Alexandria, VA
703-971-0010

Kingstowne Library
6500 Landsdowne Centre
Alexandria, VA 22315
703-339-4610

Schools:

Hayfield Elementary
7633 Telegraph Road
Alexandria, VA
703-924-4500

Hayfield Secondary
7630 Telegraph Road
Alexandria, VA
703-924-7400

Lane Elementary
7137 Beulah Street
Alexandria, VA
703-924-7700

Thomas Alva Edison High School
4801 Franconia Road
Alexandria, VA
703-924-8000

Island Creek Elementary
7855 Morning View Lane
Alexandria, VA
571-642-6300

Shopping Centers

Kingstowne Towne Center
5955 Kingstowne Center
Alexandria, VA 22315

Rose Hill Shopping Center
6116 Rose Hill Drive
Alexandria, VA 22310

Landsdowne Shopping Center
6482 Landsdowne Drive
Alexandria, VA 22315