

# ARCHITECTURAL STANDARDS LANDMARK MEWS COMMUNITY ASSOCIATION

## INTRODUCTION

The Covenants Committee's authority is derived from The Landmark Mews Community Association (LMCA) Articles of Incorporation (Article III, (j)); Bylaws (Article IX); and The Declaration of Covenants, Conditions and Restrictions (Articles III and VII). The Articles of Incorporation recognize that one purpose for having a Covenants Committee is "...to regulate the external design, appearance and locations of The Properties and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography."

The Covenants Committee acts in three ways for the LMCA Board of Directors to implement the process to achieve this goal. First, the Committee gives prior written approval (Attachment 1. *Request to Modify Property* form) before any changes are made that affect the external appearance of any property. Second, the Committee conducts an annual inspection (Attachment 2. Inspection Report checklist) to inform residents of the condition of their property in regard to the *Architectural Standards*. Third, the Committee investigates any complaints regarding violations of the *Architectural Standards*.

Owners should contact the Covenants Committee during the planning stage of any change that affects the external appearance of a lot or home, except as specifically noted in the *Architectural Standards*. The Covenants Committee can be contacted at [covenants@landmarkmews.com](mailto:covenants@landmarkmews.com). Additional covenants information is published in the monthly newsletter, *Mews News*, and at [www.landmarkmews.com](http://www.landmarkmews.com) on the Internet. Owners are especially encouraged to have a dialogue with the Covenants Committee prior to signing any agreement or contract to have work accomplished. When followed, these steps have proven to be of value to owners by ensuring that plans (materials and changes) conform to the *Architectural Standards*, expediting the approval process, and precluding costly contractual changes.

The Covenants Committee is responsible for enforcing these *Architectural Standards* as fairly and equitably as possible. However, it should be noted that the failure to enforce any covenant or restriction shall in no event be deemed a waiver of the right to do so thereafter. As stated in the LMCA *Homeowner's Handbook*, although the Association has the legal recourse to force compliance, the Covenants Committee relies heavily on the goodwill and cooperation of the owners to achieve its goals.

These Standards are designed to help owners considering property improvements to understand what changes may be approved and to guide the Covenants Committee in its approval process.

The *Architectural Standards* Policy is divided into three parts:

- Part I contains the *Standards* for acceptable alterations;
- Part II describes variances; and,
- Part III describes the request/approval procedures.

Attachments:

1. *Request to Modify Property* form
2. Inspection Report
3. McCormick Paint Approved Colors

## **PART I: ARCHITECTURAL STANDARDS**

### **GENERAL STANDARDS**

1. Proposed changes must be compatible with the architectural characteristics of the applicant's house, the adjoining houses, and the neighborhood setting. Compatibility is defined to include similarity in architectural style, quality and workmanship, and similar use of materials, color, and construction details, as determined by the Covenants Committee.
2. Proposed changes shall not adversely impact neighbors. They shall not interfere with access, drainage, view, sunlight, or ventilation. Neighbors, following notification of proposed changes, have an opportunity to present their concerns and/or objections.
3. The size of the proposed change should relate well to the adjacent structures and its surroundings; it is of primary importance that changes be made in keeping with the structural and architectural lines of the home.
4. Original materials used in Landmark Mews construction may not be available and technological advances may allow modifications using advanced materials. **The unavailability of original materials does not authorize an owner to use other materials without Committee approval.** The Committee chairperson shall advise owners of replacement materials previously approved. Therefore, owners contemplating repairs, replacements, modifications, or additions should contact the Covenants Committee before selecting materials.
5. It is the homeowner's responsibility to ensure that all modifications are in compliance with all applicable federal, state, and local laws, including but not limited to Fairfax County building ordinances, and that the homeowner or their contractor secures all necessary permissions and permits.

### **SPECIFIC STANDARDS**

#### **1. Roof, Roofline, Gutters, Downspouts**

- a. Shingles shall be replaced only with shingles of similar material. The color must match existing shingles, given allowance for fading and differences in color of different lots made by the same manufacturer.
- b. Skylights shall not be installed on front roofs. Requests for installation of skylights on rear roofs will be evaluated by the Covenants Committee to ensure conformity with the Architectural Standards.
- c. Solar panels are allowed subject to submission of an architectural design application to the Covenants Committee. If solar panels will work sufficiently on the back of the home, the Covenants Committee will require they be located on the rear of the home.

Attic ventilators are permitted only on a rear roof and must not extend above the ridge line. Ventilators must be of aluminum, galvanized steel, or have a factory-applied finish compatible with the roof color. Ventilators (or other mechanical apparatus requiring roof penetration) must not be larger than 27 inches in diameter.

- e. Satellite dishes are permitted provided they are not greater than one meter in diameter (39.37 inches). Antennae are permitted provided they are no higher than 12 feet from their base. To the extent that it is technically feasible, the preferred installation site for satellite dishes shall be in the rear of a dwelling or in the rear portion of the property. If such location precludes an acceptable quality of reception on any property, the owner shall notify the Committee in writing. The owner's notification shall include documentation certifying the

absence of acceptable quality of reception and designating of other sites on the lot where the owner wishes to install the satellite dish/antenna. Satellite dishes and antennae should be painted so as not to interfere with reception but to blend with the background against which they are mounted. Satellite dishes/antennae shall not be mounted on jointly shared fences without the written consent of the property owner who shares the fence. Satellite dishes/antennae are not to be attached to the brick wall. This rule is in compliance with FCC 47 C.F.R. Section 1.4000, effective 10/14/1996, as amended.

- f. External wires from security, cable TV, other data transmission or lighting systems shall be neatly dressed and attached along intersecting surfaces of the property, e.g., siding-chimney intersection, not across the roof. Multiple wires must be bundled together. Dangling, unattached wiring is not permitted.
- g. Gutter and downspout changes are prohibited if they permit drainage onto adjacent property or directly drain onto common areas or neighboring sidewalks. Gutters and downspouts must be brown. Gutters and downspouts may be painted, provided the color matches existing gutters and downspouts. Spot painting is not permitted.

## **2. Windows**

- a. Replacement windows must be of the same style as the original and must be wood or an approved replacement material, such as vinyl. The exterior window trim color must be in the approved color for the property. If the replacement window eliminates the brown storm window, the exterior of the replacement window must be brown in order to maintain the uniform appearance of the community. Reinstallation of existing brown storm windows is not an acceptable alternative to installation of windows with brown frames. Front windows must have mullions (grids) in white, brown, or the approved base exterior color for the property.
- b. Raw, galvanized, or clear anodized aluminum windows (including storm windows or screens) are not permitted.
- c. Plastic film shall not be used on the external surface of a window or a door. Interior window treatments, including plastic insulating film, must not adversely affect the exterior appearance of a home.
- d. Replacement shutters shall be the same style, size (within 1" tolerance), and color as the original shutters. Shutters must be replaced in pairs unless the replacement shutter is identical to the existing one. See Section 3. a for information regarding requests to modify shutter color.

## **3. Exterior Trim (including dormer window structures, door frames, garage doors, and siding)**

- a. Trim must be maintained in the base color as approved for the property. Modification of the base exterior color or shutter color must be from the approved palette. See Attachment 3 for the current list of approved colors. Homeowners who wish to modify the approved color scheme for their property must request approval from the Covenants Committee before painting. Homeowners are not required to use any particular paint manufacturer's product provided the paint is custom mixed and color matched to the approved base/shutter color.
- b. If an alternative, unpainted material is installed (e.g., vinyl), it must be of a color on the approved palette, or as near as possible, and all painted exterior trim must be color-matched to the siding. See Attachment 3 for the current list of approved colors.

- c. Many adjacent interior units in Landmark Mews were constructed to be mirror images of one another with matching colors. The approved color scheme of both homes must be maintained unless a Request to Modify Property form to un-pair them has been approved by the Committee for both homes. For Committee approval of such requests, color samples from the approved palette of colors must be submitted, and adjacent neighbors notified pursuant to the rules applicable to all proposed exterior changes. Where homes constructed to be mirror images of one another originally were painted in different colors, color changes to one of two mirror-image interior units will be considered provided color changes are from the approved palette and adjacent neighbor notification has been given in accordance with rules applicable to all proposed exterior changes.
- d. Replacement siding shall be of wood or other approved siding material. Siding must be maintained in the approved color for the property or a color from the approved palette. The style shall be as near as possible to the original style.
- e. Siding and trim of vinyl or fiber cement are permitted with Covenants Committee approval. Siding color must match the base exterior color of the home.

#### **4. Decks**

- a. Above ground decks (second level) must be constructed of pressure treated lumber or composite materials. Lumber decks shall be treated with a clear, protective sealant for waterproofing or stained in a natural wood tone finish. Deck stairways shall be of material similar to the deck or of wrought iron (steel). Wood stairways must be finished in the same treatment and color as the deck. Wrought iron (steel) stairs must be painted black.
- b. Balcony (small) decks may be constructed of wrought iron (steel) or of approved materials. Wrought iron (steel) must be painted black.
- c. Ground-level decks (entirely enclosed within the fenced yard area) must be constructed of approved materials. Lumber decks should be treated with a clear, protective sealant for waterproofing or stained in a natural wood tone.
- d. Regardless of type, the deck and railings must be maintained in an un-weathered appearance, free of mildew, discoloration, rotting wood, and rusting metal.
- e. Retractable awnings over decks and patios are permitted in styles and colors that are harmonious with the portion of the house on which they are mounted. Also, the containers in which such awnings are stored when rolled up must be painted a color that is harmonious with the adjacent portion of the house. Retractable awnings may be manually or electrically operated. All retractable awnings shall be solid colors and maintained in good repair. No non-retractable awnings or awnings with side panels are permitted. Covenants Committee approval is required for the style and color of all retractable awnings and the storage containers for such awnings before they are mounted on a house.
- f. Except as provided in Section 4e. (above), deck coverings, deck gazebos, or any other structures attached to the house or deck or which extend above the level of the deck railing are prohibited. Likewise, no tents, pavilions, pergolas, canopies, or other tent-like structures are permitted. Tent-like structures are permitted only for short time use (48 hours) for special events, such as weddings, with notice to the Covenants Committee in advance.
- g. Patio umbrellas are permitted without Covenants Committee approval.
- h. Enclosed decks are prohibited.

- i. No structure shall interfere with adjacent or common property. All elements of the deck must be within the owner's property line.
- j. Decks shall neither interfere with proper drainage, nor affect drainage onto or from adjoining properties.
- k. A proposal for erecting a deck should include information sufficient for the Covenants Committee to evaluate design and size. The proposal should include: a drawing of the design that shows how the deck will fit within the property; a drawing/picture of the railing detail; a drawing/picture of the footing detail; all dimensions; a plan view; an elevation view; types of materials; and, final finish. All elements of the deck must be in conformity with Fairfax County building codes.

## **5. Backyard Structures**

- a. Gazebos inside the fenced areas of backyards will be considered by the Covenants Committee, depending upon size and visual impact.
- b. Hot tubs are permitted only in rear or side yards enclosed by fencing. The Code of Virginia requires that hot tubs comply with the 2000 Virginia Uniform Statewide Building Code (USBC) that incorporates the 2000 International Residential Code (IRC) for residential construction. Residents considering installation of hot tubs should ensure the product and installation thereof conform to then current requirements of applicable building codes.

## **6. Fences**

- a. Fence lines shall be kept as close to the original footprint established by the builder to preserve limited open spaces but may be moved with the approval of the Covenants Committee if the fence's relocation does not deviate substantially from the original footprint. Fences must be cleaned and maintained in an un-weathered appearance, free of mildew and discoloration. Painted fences are not permitted.
- b. Fences must be constructed of cedar or pressure treated pine. The acceptable plank size is 1 inch x 4 inches x 6 feet.
- c. Fences must be the board-on-board (also known as alternate board) type as were originally installed by the builder. Supporting posts shall be capped. The use of ornamental, decorative, or lighted caps shall be submitted for approval. The owner is responsible for securing the required Fairfax County permits and building the fence in conformance with current code.
- d. The condition of party fences, also known as privacy, divider, partition, and side fences, is the responsibility of the adjoining owners. Repairs and replacements shall be done in consultation between neighbors. In the event of any dispute, such dispute shall be submitted to the Covenants Committee for resolution pursuant to Article 5, Section 5, of the Declarations, Conditions, and Restrictions.
- e. Gates must be of the same material/finish as the fence. End unit properties with a wooden fence section both in the rear and on a side may have a gate in each section.

## **7. Screen/Storm Doors**

- a. Screen/storm doors must be commercially manufactured, either in wood or metal. Raw or galvanized metal or clear anodized aluminum is not permitted. Interchangeable screen and glass inserts are permitted.
- b. The door color should match or be harmonious with the house door.
- c. The screen/storm doors must be installed within the existing doorjamb and be flush with the exterior surface.
- d. Commercially manufactured steel security storm doors are permitted provided they are either brown or black.

## **8. Exterior Door and Window Alterations**

- a. Existing exterior doors must be maintained in their original stained color. Painted doors are not permitted.
- b. Subject to Section 8e. (below), replacement front doors must be wood or wood-grained fiberglass and of the same style and finish as the original wood door, including color, grain, and the number and style of panels and windows. Replacement doors shall be colonial six panel with no lights or colonial four panel with two lights or a fan (one-half circle) light at the top.
- c. Replacement door hardware (door knobs or handles, locks, etc.) that is not the same style and appearance as the original must be approved by the Covenants Committee.
- d. Exterior door alterations, including replacement of sliding doors or French doors with doors of other types, and window alterations, including replacement of a standard window with a bay window, are permitted, provided the replacement design is compatible with the doors/windows of adjacent homes.
- e. A detailed set of plans and samples of the colors and materials must be provided to the Covenants Committee, including dimensioned drawings showing the new door/window, how it will fit onto the house, and the color scheme.

## **9. Driveways and walkways**

- a. Driveways and walkways must be maintained in their original color and kept clean and in good repair.
- b. Brick driveways and walkways are permitted with approval by the Covenants Committee.
- c. Stamped concrete or other decorative finishes may be permitted with approval by the Covenants Committee.

## **10. Landscaping**

- a. Residents must maintain their yards compatibly with their neighbors' and the community, regardless of whether they choose to use the LMCA landscaping service. This includes, but is not limited to, mowing, weeding, pruning, replacement of dead grass/plantings, and the removal of debris.

- b. Landscaping changes outside of the privacy fence, such as terracing, trees, re-grading, beds, hardscape, or replacement of a grass lawn with anything other than grass, must be approved by the Covenants Committee.
- c. General maintenance of existing landscaping, replacing dead plantings with the same, and minor changes such as planting annuals or adding ornaments and planters, need not be submitted to the Covenants Committee for approval; however, the Committee may at any time evaluate a homeowner's landscaping for compliance and harmony with the community as a whole.
- d. Trees and shrubs must be neatly trimmed and periodically pruned to permit passage on the sidewalks, alleyways, and breezeways, and to prevent them from encroaching on neighboring property. Trees and other vegetation damaged during storms must be pruned or replaced to maintain the health of the plant and the appearance of the community.
- e. Trees that are dead, damaged, or diseased may be removed without Covenants Committee approval. Removal of healthy trees with a trunk circumference of more than 4" must be submitted to the Committee for approval, along with plans for replacement plantings and/or ground cover. While the Committee will respect the homeowner's judgment with respect to the removal of healthy trees, it will look at the whole plan when rendering a decision. Stumps are never permitted.
- f. Replacement of trees always requires Covenants Committee approval regardless of whether the replacement is the same species or a different one. Trees with an expected canopy height greater than 25' high and 15' wide in 10 years will generally not be permitted unless the Committee determines the lot can support such a tree without encroachment on neighboring property.
- g. Fruit bearing trees will not be permitted in front or side yards. Bradford pear trees are no longer permitted as new plantings or replacements under any circumstances. Fruit bearing trees in existence on the front or side of a property as of (date) may remain subject to the limitations in this section, but may not be replaced with a tree of the same type or with any other kind of fruit bearing tree.
- h. No plantings of any kind (including flowers, vegetables, vines, etc.) shall encroach into neighbors' yards, common areas, party fences, or the brick wall. Any tree or planting that grows over a neighboring property must be trimmed back unless both neighbors consent.
- i. Fruit or vegetable plantings are permitted only inside the backyard fenced area and in the alleyways in containers placed adjacent to the owner's fence.
- j. Lawn ornaments such as flower pots, planters, and other decorative items are permitted provided they are small, tasteful, limited in number, and are harmonious with the appearance of the community as a whole. Lawn ornament placement must not interfere with LMCA landscaping maintenance services. Lawn ornaments shall be maintained so as not to detract from the appearance of the community. Homeowners may not place more than five (5) ornaments (consisting of any combination of decorations, planters or flowerpots) without first obtaining Covenants Committee approval.
- k. The only exception to the limitations of part j. are temporary holiday decorations, which may be placed no more than 30 days before the holiday and must be removed within 30 days following the holiday.

- I. Planters (pots, barrels, or other vessels) must be maintained with live plantings in season. Plantings that do not winter-over must be removed. Planters may remain empty over the winter but any not filled with live plantings as of May 15 of each year must be removed.

## 11. Address Plaques and Numbers

Address plaques and numbers shall be maintained in a similar size and style as those originally installed, or acceptable replacements as approved by the Covenants Committee. The suggested replacement address plaque is the Whitehall Products Madison Oval (standard-size, wall-mount, one-line plaque, OG Bronze/Gold Letters) available from Home Depot and other sources.

## 12. Exterior Lighting

- a. Ground lighting may be used along walkways and in backyard areas.
- b. External floodlights to illuminate front porch areas and backyards may be approved, but plans must be provided to the Covenants Committee for review prior to installation.
- c. Exterior lighting must be directed within the property lines.
- d. Light fixtures proposed in place of the original fixtures must be compatible in style and scale with the house. The finish must be polished brass, antique brass, black, bronze, or brushed nickel.

## 13. Storage Buildings or Sheds

Storage buildings or sheds are permitted only if they are in the enclosed backyard or side yard and do not project above any of the fence tops.

## 14. Outdoor Fireplaces

Outdoor fireplaces are permitted only under the following conditions:

- a. Landmark Mews defines "outdoor fireplace" as a portable, outdoor, fuel-burning fireplace that may be constructed of steel, concrete, clay or other noncombustible material. A portable outdoor fireplace may be open in design, or may be equipped with a small hearth opening and a short chimney or chimney opening in the top. This would also include devices typically known as chimineas and fire pits.
- b. Landmark Mews considers such outdoor fireplaces as being distinct from gas or charcoal fueled grilles used for cooking food ("grilles").
- c. Only liquid fueled Outdoor Fireplaces (propane or natural gas) may be used. Outdoor fireplaces that use wood or other solid fuels are prohibited.
- d. Residents must use outdoor fireplaces only in accordance with manufacturers' instructions. Note: many manufacturers specify that portable outdoor fireplaces not be operated on or under combustible balconies and decks.
- e. Outdoor fireplaces designed for use on decks may be operated only if placed on noncombustible protective insulating materials such as patio blocks/pavers or a hearth pad of sufficient size to protect the surface of the deck from radiant heat and other fire hazards.
- f. Homeowners must ensure that the area near the outdoor fireplace be free of combustible structures, materials, and debris.

- g. Fires must be monitored (may not be left unattended) and must never be operated improperly, unsafely, or in any manner that may endanger people or property.

## **15. Miscellaneous**

- a. Window-mounted air conditioning units are not allowed.
- b. No clothes or other household fabrics shall be hung outside.
- c. Indoor-outdoor carpet on, or painting of, front porches, steps, and sidewalks is not permitted.
- d. Permanent play equipment, such as basketball backboards and swing sets, are not permitted on any property or common areas. Portable basketball hoops are also prohibited.
- e. Seasonal play equipment, such as inflatable swimming pools, badminton nets, volleyball nets, etc. is not permitted in front yards or common areas.
- f. Changes to chimneys are not permitted, other than the addition of bird screens or rain covers on top that do not require Covenants Committee approval.
- g. Room additions are not permitted.
- h. All material belonging to occupants (or contractors performing maintenance and/or modifications) must be kept within the confines of their yards; they shall not be placed on a neighbor's or LMCA common property. Building materials shall only be stored outdoors temporarily. Any damage to either a neighbor's or common property (such as grass damage or ruts from vehicles) is strictly the responsibility of the owner performing the modification who must restore the damaged area to its original condition.
- i. Firewood must be stored within the fenced area; it is not to be stored in common areas or against the outside of the fence.
- j. The American flag or other house flags may be flown from the house provided standard poles and holders are used. Poles without flags shall not remain mounted outside. Poles/staffs shall only be mounted on the house; ground mounted poles/staffs are not permitted.
- k. Bird and animal feeders and birdbaths are not permitted. The only exceptions are hummingbird feeders (liquid only). No standing water, for whatever purpose, is permitted.
- l. Owners are required, at all times, to keep their property in good order and repair, free of debris, and in a state of neat appearance. No accumulation or storage of litter or trash of any kind shall be permitted on the property. Trash and/or recycle containers shall not be stored in the front or side area of the property.
- m. The "brick wall" is common property. All attachments to the wall are prohibited.

## **PART II. VARIANCES FROM STANDARDS**

Variations from Specific Standards may be considered, provided the proposed variance is consistent with the General Standards. The Covenants Committee may develop more specific guidance, as it deems necessary and appropriate, to effectuate this rule, said guidance to be published as an addendum to these Standards.

## **PART III: APPROVAL PROCESS**

Landmark Mews owners desiring to change the existing external appearance of their home or lot must submit a written request to the Covenants Committee for approval using the process described below.

Projects to simply replace or repair original or approved existing elements of the home or lot, such as replacing a wooden fence or repainting the house in the approved base and/or shutter color for the property, do not require a request for approval under this process provided the replacement is identical to the item being replaced or repaired. Similarly, discrepancies specified in the annual inspection process do not require additional approval for correction.

The following provides owners with a timely request and response process and an appeals procedure. It is important for owners to understand that work on requested changes is not to begin until approval from the Covenants Committee or LMCA Board of Directors is received in writing.

This process does not alter the owner's responsibility to obtain the necessary permits from Fairfax County; that is the individual owner's responsibility. It is likewise the owner's responsibility to avoid construction of permanent structures, over utility lines, or easements; doing so could be an expensive mistake. Owners are responsible for contacting "*Miss Utility*" at 811 to determine the location of any utilities on their property.

### THE PROCESS

Owners desiring to change the external appearance of their structure or landscape must apply to the Covenants Committee using the attached REQUEST TO MODIFY PROPERTY form (Attachment 1). (Additional forms may be obtained from the Covenants Committee or the LMCA website.) This form must be filled in completely with detailed plans, color samples, brochures, and material samples provided. All projects require the notification of the adjacent owners. The Committee will notify them by email or U.S. mail if an email address is not available. They will have five (5) business days after the form is sent to comment to the Committee on the proposed request to modify. The Committee will evaluate the proposed change as described on the Request to Modify Property form, placing special emphasis on any proposed changes that may create an impact on neighbors (interference with access, drainage, view, sunlight or ventilation, etc.) and, if deemed appropriate, will seek additional comments from the neighbors. Following deliberations, the Committee will indicate either Approval, Approval with Modification(s), or Disapproval on the Request to Modify Property form and return a copy to the requestor, along with an explanatory letter if necessary.

When a request is approved (or approved with modification), the owner is cleared to start work. The work must be completed within one-hundred and eighty (180) calendar days of approval unless an extension is requested and approved. When the request is to replace or remove shrubs because they are dead or unsightly, the work must be completed within thirty (30) calendar days of approval unless an extension is requested and approved.

If the application is disapproved or if the owner is dissatisfied with a required modification to the request, the owner may appeal to the LMCA Board of Directors in writing within sixty (60) calendar days of disapproval with reasons why the application should be reconsidered. The Board may reverse or modify the Covenants Committee's decisions by a two-thirds (2/3) vote of the Directors.

In the event the Covenants Committee fails to approve, modify, or disapprove in writing a **correctly** filed application within thirty (30) days, the Board of Directors may act on such application; however, if no action on an application has been taken by either the Board or the Covenants Committee within sixty (60) days, approval will be deemed granted.

A key aspect of signing the Request to Modify Property form is that it commits the modifying owner to execute each project only as approved. It also commits him/her to clean up/correct any resulting property damage, whether another owner's or LMCA common property. The owner, not the contractor,

is the responsible party. A frequent problem has been contractors driving vehicles on common property with resulting rutting; correction is the responsibility of the modifying owner. It is best to avoid this risk by precluding the contractors from driving their vehicles off the paved surfaces.

### **LACK OF AUTHORIZATION**

The Covenants Committee takes action upon discovery that property modification has been made without required approval, or that the modification differs from what was approved. Should this occur, the Covenants Committee will send the owner a letter describing the apparent violation and the action required to correct it. The owner must comply with the required action within the deadline directed in the Covenants Committee's letter and notify the Covenants Committee upon completion.

If the owner believes the modification made without prior approval meets the *Architectural Standards* described in Part I, the owner may submit a Request to Modify Property form to the Board of Directors within fourteen (14) calendar days, requesting approval of the modification. If the unapproved modification is still in progress when the Covenants Committee's letter is received, the owner will immediately cease work and either implement the Covenants Committee's corrective action or apply for project approval.

In the event that appropriate actions by the Covenants Committee do not result in correction of the non-compliance to the Landmark Mews Community Association *Architectural Standards* Policy, the Association shall have the right to follow rules violations and due process procedures pursuant to Section 55-513.B of the Virginia Property Owners' Association Act to assess lot owner's rule violation charges of up to fifty dollars (\$50) per violation or up to ten dollars (\$10) per day (to a maximum of \$900) per violation for a continuing violation after notice and an opportunity to remedy the violation or request for a hearing has been provided to the owner. Thereafter, the LMCA Board of Directors retains the right to file suit in court to enforce its decisions.

*Approved as amended by the Landmark Mews Community Association Board of Directors September 15, 2021.*