

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

ROUTINE CHANGE APPLICATION CHECKLIST INSTALLATION OF GATES, ARBORS, AND TRELLISES

In order to process your application in a timely manner, please be sure **all** of the following information is submitted to the Covenants Director:

- ✓ Completed and signed Application for a Non-Routine Change for the installation of a gate, arbor, or trellis. Application is included as part of this package.
- ✓ All required diagrams, pictures, and descriptions of materials.
- ✓ If applying for a gate, arbor, or trellis is part of a common element garden plan, the required diagrams may be combined.
- ✓ Installation of any landscaping and/or lighting on the Limited Common Element as part of this project requires a separate application(s).
- ✓ If using a contractor for any of the work, please provide a copy of their license and proof of insurance.
- ✓ Signed and notarized indemnification agreement.

Including these items with the application will help to avoid delays in the approval of your application. Please feel free to contact the Association Office if you have any questions at (703) 998-6315.

NOTES:

- ✓ Installation of the gate, arbor, or trellis may begin once the Unit Owner receives written approval from the Association. The Association has the right to stop construction prior to approval.
- ✓ The Unit Owner is solely responsible for all maintenance and repair of the gate, arbor, or trellis during and after installation.
- ✓ Please note the non-routine change application must be considered and approved by the Covenants Committee. The Committee meets once a month. All applications and materials must be submitted

to and received by the Association office at least 10 days prior to the scheduled Covenants Committee meeting in order to be placed on that meeting's agenda.

- ✓ It is highly recommended that the applicant attends the Covenants Committee meeting to answer any questions that may delay approval of or lead to the rejection of the application.
- ✓ If the Association requires removal, in whole or in part, of the gate, arbor, or trellis in order to perform routine or emergency maintenance, the Unit Owner is responsible for the replacement and/or repair of the area and the gate arbor, or trellis; the Association is not responsible. The Association will make every good faith effort to inform the Unit Owner prior to commencement of such work; however, the failure of the Association to notify the Unit Owner does not in any way cause the Association to be liable for any damage to or replacement of the impacted area or to the gate, arbor, or trellis.

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GATES, ARBORS, AND TRELLISES SPECIFICATIONS

I. INTRODUCTION

Unit Owners may install gates, arbors, and/or trellises which are in keeping with the architectural style of the community, are sturdy and in good repair, and are for the sole private enjoyment of the residents and not as public common area structures, unless as part of a common element planting application

II. THE APPLICATION PROCESS

Unit Owners must submit to the Association the attached Application for a Non-Routine Change. All applications are subject to review and approval by the Covenants Committee and must include the following information:

- Diagram showing the location of the gate, arbor, and/or trellis. If applying for a gate, arbor, or trellis as part of a common element planting application, the required diagrams/plans may be combined.
- Sketch or picture of the item, which includes all physical dimensions
- Method for anchoring
- Construction materials
- Finish

III. GENERAL SPECIFICATIONS

- A. Gates and arbors are allowed inside the rear limited common element patio areas associated with units having two outside entrances. The rear limited common element is defined as the area extending from the outer building wall to a maximum distance of twenty (20) feet.
- B. Gates and arbors must be part of a limited common area garden plan, which has been or will be submitted for approval.
- C. Trellises supporting plant material may be placed on the common element against the front, side, or rear of a building or used as support/structure for plant material, creating a privacy hedge between rear limited common element patios or decks. Freestanding, easily moveable trellises supporting plant material may be used to camouflage meter boxes.

- D. All items are subject to Association staff review for structural integrity and/or anchorage and/or inspection to ensure proper placement as to not affect drainage, create an erosion problem, or cause building damage.
- E. Unit owners are responsible for maintaining the gates, arbors, and trellises in good condition. If determined by Association staff that the materials have been neglected and/or are in a state of disrepair, they will be subject to removal at owner's expense. Owners will be given proper notification of any such pending action and provided an ample opportunity to correct the disrepair.

IV. ALLOWABLE MATERIALS AND COLORS FOR GATES, ARBORS, AND TRELLISES

- A. Allowable materials are painted wood, wood such as cedar wood or redwood, metal, and composite. Chain link, aluminum, and chrome materials are strictly prohibited.
- B. Allowable colors for painted wood, painted/anodized metal, or composite are black, white, and earth tone colors such as dark green, brown, or brick red (matching the building brick). While both wood and metals may be painted or anodized, the colors noted, the natural colors of cedar wood or redwood, and the natural metallic colors of copper or bronze are allowed when those materials are used. Silver, aluminum, and chrome color finishes are strictly prohibited.

V. DESIGN SPECIFICATIONS FOR GATES

- A. Gates may only be installed as part of a privacy hedge. No other fencing materials are allowed.
- B. Gates and their posts can be no taller than the existing privacy hedge neither the posts nor the gate may exceed 4 feet in height from grade. Only single gates are allowed, and the gate must not exceed 36" in width, the entire structure cannot exceed 48" outside edge to edge.
- C. If using wooden posts, they must be pressure-treated and rated for ground contact.
- D. All gateposts must be secured in the ground with a concrete footing.
- E. Gates must be viewed as decorative features, and as such, they may not be lockable.
- F. Design of the gate must be open or slatted, not solid.

VI. DESIGN SPECIFICATIONS FOR ARBORS

- A. Arbors must be freestanding or incorporated into a privacy hedge.
- B. Arch shaped or flat-topped arbors with slatted tops are the only acceptable

styles.

- C. Arbors must be no taller than 7 feet, 6 inches (90 inches) from grade to its highest point, nor wider than 5 feet (60 inches) at its widest point (outside edge to outside edge), the side depth may not be more than 24 inches (outside edge to outside edge)
- D. Arbors must be properly secured according to the manufacturer's instructions to prevent blowing or falling over.

VII. DESIGN SPECIFICATIONS FOR TRELLISES

- A. Trellises must have at least two in-ground supports, be installed securely in the ground, and up against the building but not attached to the building.
- B. Trellises cannot be taller than the top of the adjacent first-floor windows or the top of the adjacent patio doorframe.
- C. Trellises cannot obstruct any windows, through-the-wall air conditioners, or hatch covers.
- D. Freestanding, easily moveable trellises (i.e., in a pot) supporting plant material may be used to camouflage meter boxes so long as they are not placed within a 3-foot radius of the equipment.
- E. Freestanding trellises running perpendicular to the rear facade building as part of a privacy hedge installed to give structure/support to plant material will be allowed. Each section of trellis may be no wider than 36 inches (outside edge to outside edge), and the entire length of installed sections may not exceed the depth of the built patio and be no higher than 5 feet above grade.