

Leewood Homeowners Association

P.O. Box 1421
Springfield, VA 22151

March 20, 2006

LETTER TO LEEWOOD HOMEOWNERS

The Board of Directors of the Leewood Homeowners Association approved a revision to the Leewood Design and Maintenance Standards on March 14, 2006. A copy of the new Standards is attached. Please read these standards carefully and keep them as part of your records.

This package also contains a copy of Resolution 6 passed by the Board on March 14, 2006. The sections on trash and debris in the common area were removed from the Standards and placed in Resolution 6 so that we could still have well defined rules for the trash and debris. There is also a sentence added to page 4 of your Leewood Manual. Please put Resolution 6 and this change page with your Leewood Manual.

The Standards become effective with the spring walk-throughs of the Architectural Review Committee which will begin March 27, 2006. The ARC will use these standards for all inspections after that date. Any violations issued after that date will be cited under the new Standards. Any violations which are still active and were issued prior to that date will continue to be adjudicated under the old Design and Maintenance Standards.

The new Standards have been reorganized into three sections: items that impact the main facade of the house; items that are attached to the main structure; and, items that are detached from the main structure or accessories. The language in the standards has been simplified and in many cases, more detailed information has been provided to help the homeowner. The first section which covers information on the purpose of the standards, basic requirements for modifications, maintenance, workmanship and enforcement has been generally rewritten.

The standards contain some new items. These include, but are **not** limited to: new information on replacement windows; new types of pre-approved rear doors; new information on storm doors; new information on shutters; additional information on stoops and front steps; information on decorative lighting; new information and restrictions on signs; new information on holiday decorations; additional information on deck construction; new information on stone slabs placed outside gates. Pictures have been added throughout the text to make it easier for homeowners to visualize the item being discussed. As you can see, there is a lot of new information and this is not a complete list. Therefore, it is extremely important that homeowners read this document carefully and consult it when planning any spring maintenance or renovations.

Please remember to obtain approval for any modifications that are not pre-approved in these standards. If any homeowner has a question about maintenance or renovations or about these standards, please contact the ARC at ARC@Leewood.us or by mail, Architectural Review Committee, P.O. Box 1421, Springfield, Virginia 22151. Someone on the ARC will get back to you immediately to answer your questions or provide information. Applications for modifications should be sent to the above address. Please follow the requirements in the Standards when submitting requests for modifications to expedite the process.

The Standards are meant to be a document to help homeowners and to maintain the neighborhood in such a way that property values are protected and beauty is maintained. Everyone in Leewood has been extremely cooperative in working with the ARC. This is appreciated not only by the ARC, but by all of Leewood.

**Leewood Homeowners Association
Policy Resolution 6**

March 14, 2006

WHEREAS, Article V, Section 4. of the Declaration conveys title of the common area to the Association, with all the rights and responsibilities under Virginia law; and,

WHEREAS, Article VIII, Section (g) of Association By-Laws state that it shall be the duty of the Board of Directors to cause the common area to be maintained; and

WHEREAS, for the benefit and protection of the Association, its members and residents, the Board deems it advisable to clarify the use of the common area with regards to debris and trash collection,

THEREFORE, it is hereby resolved that effectively immediately the following rules and regulations will pertain to the common area:

1. *Debris/Objects in Common Area:* No debris, or objects of any kind, are to be dumped or stored in the Common Area. Residents must make their own arrangements for removal of trash, yard debris (fence sections, clay, sod, stones, branches, clippings, etc.), and objects of any kind. Residents who deposit trash, debris, or objects in the Common Area will be held responsible for any costs incurred by the Association to remove such trash, debris, or objects and return the area to its original condition.
2. *Trash Removal:* Trash and recyclables must **not** be put out before dusk on the day before scheduled pickup.
3. *Container Removal:* Trash and recycling containers should be removed from the Common Area as soon as possible after trash and recycle pick-up. They **must** be removed no later than dawn of the day after pick-up.
4. *Container Marking:* All metal and plastic trash containers (excluding plastic bags) and recycling bins that are put out into the common area must be identified by either the owner's lot number or address. Failure to do so may result in removal of the container from the common area.

YEA	MEMBER	NAY	
<u> X </u>	Julie King	_____	<u> X </u> Motion declared adopted
<u> X </u>	Mohammed Umar	_____	_____ Motion declared failed
<u> X </u>	Al Carchedi	_____	
<u> X </u>	Bob Chilakamarri	_____	_____ /s/ Julie King Attested
			_____ 3/17/2006 Date

Years Day. If a trash/recycling collection day falls on a holiday, there will be no pickup that day; trash service will be resumed on the next regularly scheduled pickup day.

All metal or plastic trash containers (excluding plastic bags) and recycling bins must be permanently marked with the number and street of the owner. Failure to do so may result in confiscation of the container. Trash must be secured in tied plastic bags or standard trash cans. Trash and recyclables may be placed on the curb **after dark the night before pickup -- NO earlier placement of trash/recyclables is permitted** . Trash, recyclables, and recycling bins are **not** to be stored on the front porches, visible side yards, or front yards of the dwelling. Residents should not place trash/recyclables on the grass. If the home has no curb in front of it, trash/recyclables should be placed at the closest available curb on that resident's street. The contractor cannot be expected to see trash that is placed on curbs behind resident's cars; make sure your refuse is visible.

Recycling bins have been provided to each home; the bin is the property of the contractor and the responsibility of the resident. Recyclables will be picked up every Thursday. Newspapers, newspaper inserts, and magazines are to be bundled in paper grocery bags or tied with heavy twine -- do not use plastic bags. Glass, aluminum, ferrous metal food cans and plastic should be rinsed out and placed in paper bags, cardboard boxes or in the recycling bins. Telephone books, plate and window glass, pottery, light bulbs, glass and ceramic dishes are not recyclables but ordinary trash.

The contractor will remove packing boxes and cartons placed at the curb. There is no reason to break down packing boxes, you can use them for storage of other disposable debris when you put out your trash. The contractor will remove up to six (6) bags of grass and leaves per unit per pickup day. Wood, branches, and other long objects should be cut to lengths of no more than four feet and bundled. Furniture, appliances without freon, and other large miscellaneous items placed at the curb will be picked up at no extra charge. Prior notice to the contractor is required for disposal of any large items.

Our contractor will NOT pick up rocks, concrete, dirt, sod, tree stumps, paint, motor oil, construction trash, toxic materials or combustibles. Our contractor will charge \$75 for appliances that contain freon (refrigerator, air conditioning units, etc.). The homeowner is responsible for this fee if he desires that the contractor pick up the appliance.

The name and telephone number of the contractor will be found in your Leewood Directory under "Important Numbers".

D. Snow Removal

The Association contracts for snow plowing and street sanding services. The contractor automatically plows snow when it reaches a certain depth (2-3 inches). Plowing and sanding are limited to the streets in our community, except that we do plow Bradwood Street to allow for entry/exit by our residents. Snow and ice removal from parking areas and sidewalks is the responsibility of the Residents.