

**CAROLYN FOREST
HOMEOWNERS ASSOCIATION
HANDBOOK**

JUNE 1998

CAROLYN FOREST HOMEOWNERS ASSOCIATION HANDBOOK, ARCHITECTURAL GUIDELINES AND OTHER RULES AND REGULATIONS

The following handbook of policies, architectural guidelines and covenants has been approved by the Board of Directors of Carolyn Forest Homeowners Association (the "Association"). The guidelines should be looked upon as protective rather than restrictive because they are designed to enhance the quality of life for individuals living in townhomes within the Association by protecting the property values and safety of all residents and owners.

The handbook addresses a broad range of rules and regulations as well as exterior modifications for which homeowners must submit an application to the Association. It is not intended to create, nor should it be construed to constitute a contract between the Association and homeowners or residents. The policies and procedures apply to all owners and residents without regard to race, color, religion, national origin, age, sex or citizenship. Applicable Federal or State law or County ordinances will prevail where in conflict with any provision of this handbook.

The Board of Directors (the "Board") reserves the right to make policy changes at any time. Changes will be made to reflect amended policies, covenants and procedures consistent with the needs of the Association, homeowners and residents. As changes occur, you will receive the appropriate information from the Association.

The Board consists of five (5) members elected by the homeowners at the annual meeting of the Association. The Board is responsible for policy formulation, implementation and interpretation. The administration of the activities of the Association rests with the management agent. Please contact the management agent if you have any questions.

USE RESTRICTIONS AND RULES AND REGULATIONS

Residential Use Only. The townhomes and lots may be used for residential purposes only. A "professional office" may be maintained within a townhome as long as its use and maintenance is in strict conformity with all applicable County zoning ordinances. A professional office may mean rooms used for office purposes by a member of any recognized profession, including doctors, dentists, lawyers, architects and the like, but not medical or dental clinics. Except as described above, no part of the townhome or lot may be used for any business, commercial, manufacturing, mercantile, storing, vending or other such nonresidential purposes.

Leases. Homeowners may lease their townhomes but should recognize that the homeowner is responsible for the actions of his or her tenant(s) and will be held accountable by the Association for violations of the rules and/or damage to the common area. The initial lease term must be at

least six (6) months and must expressly provide that the lease is subject in all respects to the provisions of the rules and regulations of the Association and that any failure by the lessee to comply with the terms of such documents is a default under the terms of the lease.

Animals. No animals (other than household pets), livestock or poultry may be raised, bred or kept on any lot. Dogs, cats or other household pets may be kept or maintained, provided that they are not kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood and are in compliance with applicable State laws and County ordinances.

Permission has been extended to the County Animal Warden to enforce all applicable portions of the County Code with regard to all animals within the Association. Owners and all other persons who are owners and/or custodians of pets may not allow such pets to run at large. A dog or cat will be characterized as running at large while roaming, running or self-hunting or when the pet is not restrained by a dependable leash and controlled by a responsible person as defined by the County Code.

All pets must have appropriate shots, licenses and tags as required by State law and County Code. Pets may not be chained or confined in any common area. No kennels for breeding or for multiple pets are allowed on the property.

Pet owners will be responsible for the cleanup and proper disposal of pet wastes deposited in the common areas, the property of other community residents as well as their own yards. Pet owners will be responsible for any and all costs incurred in the repair of damage to the common areas as well as the property of other Association residents caused by their pet(s).

Residents or guests who own pets must ensure that their pets do not become a nuisance to other residents in the community. Actions which may constitute a nuisance include, but are not limited to, barking, scratching or being hygienically offensive.

Vehicles. No junk vehicles, recreational vehicles, house trailers, boats, boating equipment, jet skis, travel trailers, camping equipment or trailers for hauling may be parked within the boundaries of the community.

No portion of the property may be used for the repair or extraordinary maintenance of any vehicle and the townhome owner is responsible for any and all damage to the common areas of the Association that results from the owner or resident's vehicle(s), including, but not limited to, damage from fluids leaking on the asphalt and concrete as well as damage from the kickstand of a motorcycle.

No vehicle may be parked or maintained in the yards or on the sidewalks of any lot or anywhere else on the common area of the Association other than paved areas designated for such vehicles.

No unlicensed vehicles, including, but not limited to, motorized bicycles, minibikes, go-carts, etc., may be operated on or parked upon any common area. All vehicles must display current licenses and other required registration and safety inspection permits and decals, must comply with all applicable State laws and County ordinances, and must be maintained in proper operating condition so as not to be a hazard or nuisance due to noise, exhaust emissions or fluid leakage, or flat tires.

All motor vehicles must not exceed the speed limit of 15 miles per hour while operating in the community.

Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or the storage of any combustible, dangerous, or other hazardous material on any common area or elsewhere within the boundaries of the Association.

ANY VEHICLE IN VIOLATION OF THESE RULES AND REGULATIONS MAY BE REMOVED BY THE ASSOCIATION AT THE EXPENSE OF THE VEHICLE OWNER AFTER FORTY-EIGHT (48) HOURS NOTICE IN WRITING OR IN THE FORM OF A VIOLATION TAG PLACED ON THE VEHICLE.

The Association, Board, and management agent bear no responsibility for the safety or security of any parking areas or streets within the Association's boundaries. In the event any owner or his family members, tenants, guests or other invitees violate any of the rules or regulations adopted herein and such person's vehicle is towed, that person will be responsible for the cost thereof, and in the event the Association incurs any expense associated with the violation or the towing, said charges will be treated as an assessment against the homeowner's lot.

Signs. No illuminated sign of any kind will be permitted within the boundaries of the Association. One sign, no larger than eighteen inches (18") by twenty-four inches (24") advertising the townhome for sale or for rent is permitted on a lot.

Real estate directional signs can be placed on the common area of the Association between 9:00 P.M. Friday and 9:00 P.M. Sunday. Any directional signs placed on the common area in violation of the above stated time period will be removed and disposed of by the Association.

Except as indicated above, no signs, advertisements or messages other than for purposes of identification may be displaced on the lot which offer or imply commercial or professional products or services, or which may constitute any other kind of business solicitation in or from any residence or residential property. Security signs may not exceed 64 square inches and no more than one may be located on a lot.

Refuse Container Requirements and Trash Removal. One or more refuse containers, as necessary, may be utilized for each household's NORMAL REFUSE PRODUCTION and placed at curbside for the regular twice-weekly trash pickup. For the purpose of this regulation, a "refuse container" is defined as a rigid container with a positive latching lid (i.e., standard plastic, aluminum or galvanized steel exterior garbage cans). **Open containers are not permitted, nor are plastic garbage bags or other types of non-rigid containers.** Large bulky items, such as cardboard boxes, are not required to be placed in a container.

Exception: If on occasion a household accumulates refuse in excess of normal production, non-rigid secured containers are permitted in addition to the container required for normal refuse production as previously defined. **Refuse in excess of normal production MUST be placed at the curbside in front of your townhome, not at the side or rear of your townhome** and any homeowner or resident using this exception is responsible for the cleanup of any trash or debris that spills from his or her trash bags or similar containers onto the common area, another owner's lot or your lot.

Curbside Pickup Regulations: In order to minimize the unsightliness of refuse containers throughout the community, refuse is to be placed at the curb no earlier than 7:00 P.M. on Monday and Thursday (the nights before the pickup) and the refuse containers should be returned to the inside of your townhome or the rear yard of the townhome by 11:00 P.M. the day of service (Tuesday and Friday).

Trash removal and recycling services will not be provided if the scheduled pickup day falls on one of the following holidays: Thanksgiving, Christmas and New Year's Day. The service will resume on the next regularly scheduled pickup day.

No accumulation or storage of litter, new or used building materials, or trash of any kind is permitted on any lot. Each resident is responsible for picking up litter on his or her property and preventing windblown debris from originating from his or her lot.

Hazardous Waste Disposal. The dumping or disposal of oil, grease, or any other chemical, residual substances or any substance or particles from holding tanks of any type is not permitted on any lot or on the common area of the Association or any public street within the boundaries of the Association. Disposal also must conform to environmental regulations and all Federal and State laws and County ordinances.

Offensive Activity. No noxious or offensive activity may be carried on upon any lot or within the boundaries of the Association, nor may anything be done thereupon which may be, or may become, an annoyance or nuisance to the neighborhood, or which may in any way unreasonably interfere with the quiet enjoyment of each of the owners or which will in any way increase the rate of insurance.

ARCHITECTURAL GUIDELINES

While it would be impossible to address each specific modification or addition, these guidelines present the principal factors which should be considered when developing a design. More specifically, these guidelines attempt to define the standards by which all applications will be considered regarding size, quality, location, materials and color of any architectural modification, which of course must take into consideration the intended use and relationship to adjoining properties. The basis for many of the following guidelines and rules can be found in the Declaration of Covenants, Conditions and Restrictions of the Association which were provided to you by the seller of your townhome.

EXTERIOR MAINTENANCE AND MODIFICATIONS

Property ownership includes the responsibility for the maintenance of all structures and grounds which are a part of the lot. This includes, but is not limited to, items such as mowing grass, removal of trash, painting and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots. No storage of bicycles, trash or trash cans, barbecue grills, snow shovels, tires, work tools, boxes, building supplies, etc., in the front yard, front stoop or side yard (if unfenced) is permitted.

Exterior Maintenance

Grass. All areas with turf must be kept watered, seeded, edged and mowed. No trash or unsightly objects may be placed in yards. Extra grass clippings must be raked from the yard and the sidewalks must be swept and maintained free of grass and weeds.

All areas with turf must be maintained at a height not to exceed three and one-half inches (3 1/2"). Any areas with turf more than six inches (6") in height will be automatically cut by a representative of the Association and the cost will be billed to the homeowner. The homeowner will be given one warning prior to the turf being cut by the Association and must correct the violation within seven (7) days of the date on the notice.

Grass must cover at least fifty percent (50%) of your front yard (and side yard for end townhomes) unless otherwise approved in writing by the Association. Grass must cover at least fifty percent (50%) of your rear yard if the yard is not enclosed with a fence. Homeowners with yards that do not meet the 50% requirement must maintain their plant beds full and neat in appearance or they will have to meet the 50% coverage requirement.

Trees. All trees planted on individual lots or on the common area must be approved in writing by the Association prior to the installation of the trees. All trees planted on individual lots or on the common area by homeowners and residents will be the responsibility of those homeowners and residents. Pruning, edging and mulching of trees must be done on an as needed basis.

No tires are permitted around any trees or shrubs. Trees that are planted must be a variety that have roots that will grow down into the ground and not spread on top of the surface of the ground. The homeowner will be responsible for any damage caused by his or her trees, such as damage to utility lines, sidewalks, curbs and gutters, etc.

Shrubs and flowers. All shrubs and flowers must be pruned and their beds edged and mulched on an as needed basis to maintain the appearance of the shrubs and flower beds.

Ground cover. No ivy or creeping plants may grow onto the exterior of any townhome.

Exterior Modifications

(Please refer to the Application Review Procedures)

Additions. Additions are not permitted.

Antennas and satellite dishes. Antennas and satellite dishes include any device used for the receipt of video programming services, including direct broadcast satellite dishes (DBS), television broadcast antennas, and multipoint distribution service antennas (MDS).

Antennas and satellite dishes require the advance approval of the Association. The Association will respond to all requests on an expedited basis and will issue a decision within five (5) working days of the date the application is received by the management agent if the application is complete and meets the guidelines listed below. The following antennas and satellite dishes are permitted: DBS dishes and MDS antennas that are 39 inches or less in diameter; a regular TV antenna designed to receive broadcast stations.

Antennas and satellite dishes are permitted in the following locations: inside the townhome; at ground level in the rear yard if the lot is fenced on all three sides or if the device is screened in the absence of a fenced yard; on the surface of an elevated deck but not on the railing of the deck (no portion of the device should extend higher than the railing on the deck); on the back side of the roof so that it is not visible from the front of the townhome.

Antennas and satellite dishes are not permitted on the common area nor are they permitted to be attached to fences, sheds or other structures so that the device extends higher than the fence.

Attic ventilators and exhaust ducts. Attic ventilators, turbines and exhaust ducts require the advance approval of the Association and should be the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines should be mounted on the back side of the roof, not extend above the ridge line, and should match the color of the roof, the chimney duct or be mill-finished.

Awnings. Exterior awnings require the advance approval of the Association and will be denied unless they are demonstrated to be clearly compatible with the architectural design and qualities

of the townhome or are screened from the view of adjoining neighbors due to the proposed location of the installation.

Clotheslines. No clothing, laundry or wash may be aired or dried outside of any townhome.

Color changes. The colors on the exterior of the townhomes **CANNOT** be changed from the original colors. This applies to siding, doors, trim, roofing and other appurtenant structures. Information on the color scheme for each townhome can be obtained from the Association.

Decks. All decks require the advance approval of the Association.

Elevated decks must be set back ten feet (10') from the rear property line and one foot (1') from the side property lines. For end units, the deck can only extend to the edge of the townhome - it cannot protrude into the side yard.

Deck stairs should be a maximum of six inches (6") away from the side of the house (end units only) and a maximum of four feet (4') wide at the side of the house (end units only). The stairs must be a minimum of six feet (6') from the rear property line of your lot. The stairs should have the same architectural quality as the deck (i.e., the same pickets, railing, etc.). The stairs can only extend to the rear of the box bay window (end units only) and no further.

Ground level decks must be set back at least ten feet (10') from the rear property line of your lot and one foot (1') from the side property lines of your lot. The homeowner must treat the ground where the deck will be installed with a weed block, gravel, etc., to ensure that weeds do not grow up through the deck.

NO PAINT OR PIGMENT IS ALLOWED ON THE DECK. THE DECK MAY BE SEALED WITH A CLEAR, NON-PIGMENTED SEALER.

Decorating. Seasonal and holiday decorations are allowed and do not require the advance approval of the Association. However, they must be removed within a reasonable period of time after the end of the holiday.

Dog houses and dog runs. Dog houses require the advance approval of the Association and must be located where they are visually unobtrusive to neighboring homes. The use of appropriate screening is encouraged and may be required. Dog runs are prohibited.

Dog knockers and hardware. Door knockers and hardware for doors require the advance approval of the Association.

Electronic insect traps. Electronic insect traps require the advance approval of the Association and will be regulated based upon the same criteria as exterior lighting. In addition, no device may be installed or maintained in such a way as to cause discomfort to adjacent homeowners or

residents as a result of the noise from the trap and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or resident or his or her guests.

Fencing. All fencing requires the advance approval of the Association.

For townhomes located on Beegee Court, Carolyn Forest Drive or Rochelle Court, one inch (1") by six inches (6") boards must be used. For townhomes located on Tory Loop, one inch (1") by four inches (4") boards must be used. All fences must be six feet (6') in height.

Pine or other pressure treated wood similar to that used by the original builders must be used. Only fences with an overlapping shadow box design are allowed. Post caps and row caps are required. Posts must be four inches (4") by four inches (4") in size. All fencing must be at least one foot (1') from the rear property line. The side yard fence for an end unit townhome can extend to the rear of the box bay window.

Gates must be made of the same material as the fence (1" by 6" or 1" by 4" boards). The gate boards must be butted up against one another rather than using the shadow box design. The top of the gates can be square, half circle (radius) or a shallow triangle. All hardware, i.e., hinges and handles, must be on the inside of the fence. A handle also is allowed on the outside of the gate. Any cross bracing, supports, or additional wood pieces must be on the inside of the gate.

NO PAINT OR PIGMENT IS ALLOWED ON THE FENCE OR GATE. THEY MAY BE SEALED WITH A CLEAR, NON-PIGMENTED SEALER.

Flagpoles. No permanent, free standing flagpole may be installed on any lot. A temporary flagpole staff which does not exceed six feet (6') in length and is attached at an incline to the wall of the entrance area of the townhome is considered a holiday decoration and does not require the approval of the Association.

Grills. Permanent barbecue grills require the advance approval of the Association and must be placed in the rear yard of the townhome and away from adjacent property lines.

Gutters and downspouts. The replacement of existing gutters and downspouts is permitted without Association approval if they are the same as the original installation. Any other installation requires the approval of the Association. In no instance may the addition of gutters and downspouts be permitted to adversely effect drainage on adjacent properties. Downspouts must not bisect a wall. Gutters must be contiguous with the roof line. The color of downspouts, gutters and any supporting structures or attachments must be the same as the original color.

Hot tubs and spas. Exterior hot tubs and spas require the advance approval of the Association and must be located on the ground, must have a hard cover, and must be located within a fenced rear yard. No gazebos are allowed if they protrude above the fence line. The tub or spa must be drained into an interior house drain and not into the rear yard or onto the common area.

Kick plates. Brass kick plates (standard sizes) are allowed on the bottom portion of the exterior doors of the townhomes and do not require the advance approval of the Association.

Lighting. The style of the fixture and the placement of all exterior lights, including motion detector lights, flood lights and walkway lights, must be approved in advance by the Association. No exterior lighting may be directed outside of the applicant's property. Proposed additional lighting should not result in an adverse visual impact on adjoining neighbors as a result of its location, wattage, or other features.

Patios. All patios require the advance approval of the Association.

Patios generally should be located in rear yards. Any adverse drainage requirements which might result from the construction of a patio must be considered and remedied.

Patios may be constructed of poured concrete, brick, stone or commercial paver tiles. Proper workmanship to assure solid construction and attractive appearance is required. All patios must be set back at least ten feet (10') from the rear property line of your lot and one foot (1') from the side property lines of your lot.

Recreational and play equipment. Recreational and play equipment requires the advance approval of the Association and should be unobtrusive to neighbors and should comply with the following guidelines:

- The equipment should be located in the rear yard whenever possible.
- The equipment should be compatible with the lot size. Screening may be required to minimize any visual impact on neighboring homes.
- The equipment must be maintained in good working order and made of a wood left natural in color or other materials kept in a well painted, rust free condition.

Request for permanent basketball backboards or for nonportable skateboard ramps will not be approved.

Solar panels. Solar panels are not allowed on the exterior of the townhome or lot.

Storage sheds. All storage sheds require advance approval by the Association. Storage sheds should be closed structures and of a scale appropriate to the location. Landscape screening or fencing may be required to hide the shed from view. Storage sheds must be properly maintained by the homeowner so as not to present an unsightly appearance. Sheds must be constructed so that there is proper drainage and that no ground level drainage problems are created on either the adjoining properties or common grounds. **The height of the shed must not exceed the height of the adjacent fence line or six feet (6'), whichever is lower.**

Storage on the common area. The storage on the common area of firewood, trash containers, lawn mowers or other personal property is prohibited.

Storm doors. All screen and storm doors require the advance approval of the Association and must be full view in style. Full view means no obstructions in the line of vision except for the perimeter frame which must be the same size around the entire front face of the door. For example, if there is a four-inch (4") frame on the sides, the top and bottom frame also must be four inches (4") in width. The color of the storm door should match the color of the trim on the townhome. Interchangeable screen and glass inserts are allowed.

Window air conditioners. Window air conditioners are prohibited.

APPLICATION REVIEW PROCEDURES

The modifications and improvements listed on the preceding pages require an application to be submitted to the Association **IN ADVANCE** on the attached modification form, accompanied by complete plans and specifications. The Association will review and approve all modifications and improvements which comply with the guidelines set forth in this handbook and the Declaration. Approval for any proposed exterior modification not specifically addressed in the guidelines will not be unreasonably denied.

Plans for the construction of decks, patios, sheds and other structures must meet County building codes and appropriate building permits must be obtained before beginning any construction. Projects should be completed in a timely manner. The failure to commence a project within six (6) months of approval by the Association or the failure to complete a project within six (6) months of commencement will require an application to the Association for an extension of time to complete the project.

In consideration of other residents, any and all noise producing work on exterior projects should be done only during and between the following hours: Monday-Saturday, from 7:00 A.M. to 9:00 P.M. or darkness, whichever is earlier; Sunday, from 9:00 A.M. to 6:00 P.M. or darkness, whichever is earlier.

The modification form must be completed in full, including the acknowledgment of your neighbors, or it will be returned to be resubmitted. Upon receipt of the request, the Association will either approve or deny the request within thirty (30) days after the application is received by the Association's management agent or a member of the Board. If a request is denied by the Association, the applicant may resubmit a request after bringing it into compliance with the requirements of the Association or notify the Association within fourteen (14) days of the date of the denial that the applicant has elected to appeal to the Board for approval. The appeal will be reviewed by the Board at a regularly scheduled meeting of the Board. The decision of the Board will be final.

PLEASE ALLOW ENOUGH TIME FOR THE ASSOCIATION TO MAKE A DECISION BEFORE YOU PLAN ON COMMENCING THE MODIFICATION OR IMPROVEMENT. PLEASE DO NOT SUBMIT AN APPLICATION AND STATE THAT "THE CONTRACTOR" WANTS TO BEGIN THIS WEEKEND!

Although the Association is required to make a decision within thirty (30) days of receipt of the application, the Association is NOT required to notify the applicant within thirty (30) days. If you have not received a written decision from the Association within the prescribed time period, you should contact the management agent to confirm that a decision has been made. If the Association fails to make a decision within the thirty (30) day period, approval will be automatic but will not be deemed a waiver of any provision of the Declaration.

Any neighboring resident who has acknowledged the proposed modification or improvement on the application form and who wishes to submit comments to the Association during the review process may do so in writing through the Association's management agent.

INSPECTIONS

The management agent, Directors and other authorized representatives of the Association may inspect the site 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.

PROCEDURES FOR ENFORCEMENT OF THE RULES AND REGULATIONS

The Association 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 homeowner is a nonresident, the violation notice will be mailed to the tenant in the home as well as the homeowner.

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.

All notifications of violations appealed by the homeowner and reviewed by the Board will include 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 parties of the proceeding.

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, legal action may be taken

by the Association. The homeowner may be held liable for any and all costs, including legal expenses, in connection with the correction of the violation.

A letter notifying a homeowner of a proposed legal action under the Declaration will contain the following:

- The estimated cost of repair as determined by the contractor that the Board proposed will do the work if the homeowner fails to take correction action.
- A statement that the Board will have the work done if the homeowner does not correct the problem within a specified period of time or if the homeowner fails to provide the Board with acceptable evidence that corrective action has been initiated.
- A statement that any funds expended by the Association, including legal and estimated expenses, will become a part of the homeowner's assessment and that such assessment may constitute a lien upon the property.
- A statement that a majority vote from the Board supporting the position being taken has the concurrence of the Association's attorney.

THE FAILURE OF THE BOARD TO ACT TO ENFORCE ANY RIGHT, PROVISION, COVENANT, CONDITION, RULE OR REGULATION WILL NOT CONSTITUTE A WAIVER.

MONETARY CHARGES FOR VIOLATIONS

Monetary charges will be assessed against the townhome owner for violations of the rules as indicated below. The homeowner will have fourteen (14) days from the date of the notice of monetary charges to be assessed to appeal the notice to the Board before the charges are added to the homeowner's Association account.

Animals. Monetary charges will be assessed against the townhome owner for any violations of the pet rules, including the requirement to clean up after your pets or those of your tenant(s).

The first violation will result in a warning from a representative of the Association. The homeowner or resident will have twenty-four (24) hours to correct the violation for the first offense. The second and any subsequent violations will result in a monetary charge of ten dollars (\$10) per day until the violation has been corrected (i.e., cleaning up the pet feces).

Refuse containers and trash removal. Monetary charges will be assessed against the townhome owner if an appropriate refuse container is not used or if the refuse container remains at the curb or elsewhere on the common area or in the front or side yard of your lot after 9:00 A.M. the day after service (9:00 A.M. on Wednesday or Saturday).

The first violation will result in a warning from a representative of the Association providing the townhome owner or resident twenty-four (24) hours to correct the violation. There will be no

more than one (1) warning for each lot. The second violation will result in a monetary charge of twenty-five dollars (\$25). The third and any subsequent violation will result in a monetary charge of fifty dollars (\$50) per violation.

Exterior modifications to the townhome and/or lot. Monetary charges will be assessed against the townhome owner for any violations of the rules on exterior modifications to the exterior of the townhome or the lot which have not been approved by the Association.

The first violation notice will result in a warning from a representative of the Association. The second violation notice will result in a monetary charge of ten dollars (\$10). The third violation notice will result in a monetary charge of ten dollars (\$10) per day up to a maximum of fifty dollars (\$50). The fourth violation notice will result in a monetary charge of ten dollars (\$10) per day until the violation has been corrected with no maximum charge.

The townhome owner will have fourteen (14) days from the date of the Association's notice to the owner of the violation in which to submit an application for approval of the exterior modification to the Association's management agent or to appeal the violation notice to the Board. The failure to submit an application or an appeal within the fourteen (14) day period will result in monetary charges being assessed against the townhome owner from the fifteenth (15th) day of the notice until the application or appeal is received.

The townhome owner will have twenty-eight (28) days from the date of the response from the Association to an application to bring any existing violation into compliance with the decision of the Association. The failure to correct any violation within the twenty-eight (28) day period, or to appeal the decision to the Board within fourteen (14) days of the receipt of the decision by the Association, will result in monetary charges being accrued from that date forward until the violation has been corrected.

Grass, ground cover, shrubs and trees. Monetary charges will be assessed against the townhome owner for any violations of the rules on grounds and landscape maintenance of your lot.

The first violation notice will result in a warning from a representative of the Association with a request that the violation be corrected within seven (7) days. There will be no more than one (1) warning per lot. The second violation notice will result in a monetary charge of ten dollars (\$10) (plus the yard cutting or landscaping fee charged by the Association's grounds maintenance contractor to correct the violation). The third violation notice will result in a monetary charge of fifty dollars (\$50) (plus the yard cutting or landscaping fee charged by the Association's grounds maintenance contractor to correct the violation).

October 1995

3959 Pender Drive, Suite 205
Fairfax, Virginia 22030
703/385-1133 Fax/591-5785

The Board of Directors of Carolyn Forest Homeowners Association recently supplemented the existing rules and regulations of the community by adopting a number of specific guidelines for exterior modifications as well as monetary charges for violations of the rules of the Association. Any homeowner or resident with questions about the guidelines should contact a member of the Board of Directors, the Architectural Review Board (ARB) or the Grounds Committee or submit your questions in writing to Armstrong Management at our Pender Drive address.

EXTERIOR MODIFICATIONS

Deck stairs. 1. The stairs should be a maximum of six (6) inches away from the side of the house (end units only) and a maximum of four (4) feet wide at the side of the house (end units only). 2. The stairs must be a minimum of six (6) feet from the rear property line of your lot. 3. The stairs should have the same architectural quality as the deck (i.e., the same pickets, railing, etc.). 4. The stairs can only extend to the rear of the box bay window and no further. This should be coordinated with the fence placement.

Ground level decks. 1. The homeowner must treat the ground where the deck will be installed with weed block, gravel, etc., to ensure that weeds do not grow up through the deck. The Association does not endorse the use of potentially hazardous chemicals to kill the vegetation. 2. The deck must be set back at least ten (10) feet from the rear property line of your lot and one (1) foot from each side property line of your lot.

Exterior house changes. The exterior materials and colors of the townhomes (i.e., siding, shingles) cannot be modified from the original scheme installed by the builders.

Brass kick plates. Brass kick plates (standard sizes) are allowed on the bottom portion of the doors of the townhomes.

Door knockers and hardware. Door knockers and hardware for the doors must be approved in advance by the ARB.

Hot tubs. 1. Hot tubs must be located on the ground, must have a hard cover and must be located in an enclosed (fenced) rear yard. 2. No gazebos are allowed because they protrude above the fence line. 3. The tub must be drained into an interior house drain, not in the rear yard or on the common area.

MONETARY CHARGES FOR VIOLATIONS

Pets. Monetary charges may be assessed against a homeowner's Association account for any violations of the pet rules, including the requirement to clean up after your pets. 1. The first violation will result in a warning from a representative of the Association. The homeowner or resident will have 24 hours to correct the violation for the first

Offices in

FAIRFAX



FRANCONIA



LEESBURG



MANASSAS

Specialists in Property Management

offense. 2. The second and any subsequent violations will result in a monetary charge of \$10 per day until the violation has been corrected (e.g., cleaning up pet feces). The homeowner will have fourteen (14) days to appeal the violation notice to the Board of Directors before the charge is added to the Association account.

Exterior modifications to the townhome and/or lot. Monetary charges will be assessed against a homeowner's Association account for any violations of the rules on exterior modifications to the townhome and/or lot which have not been approved by the Association. 1. The first violation will result in a warning from a representative of the Association. 2. The second violation will result in a monetary charge of \$10. 3. The third violation will result in a monetary charge of \$10 per day up to a maximum of \$50. 4. The fourth violation will result in a monetary charge of \$10 per day until the violation has been corrected with no maximum charge.

The townhome owner will have fourteen (14) days from the date the Association notifies the owner of the violation in which to submit an application for approval of the exterior modification to the Association's management agent or a representative of the ARB or to appeal the violation notice to the Board of Directors. The failure to submit an application or an appeal within the fourteen (14) day period will result in monetary charges being assessed against the townhome owner from the fifteenth (15th) day from the date of the notice until the application is received.

The townhome owner will have twenty-eight (28) days from the date of the response from the ARB to an application to bring any existing violation into compliance with the decision of the ARB. The failure to correct any violation within the twenty-eight (28) day period, or to appeal the decision to the Board of Directors within fourteen (14) days of the receipt of the decision by the ARB, will result in monetary charges being accrued from that date forward until the violation has been corrected.

NEW ARCHITECTURAL MODIFICATION FORM

We have enclosed a copy of the new architectural modification form which was recently approved by the Board of Directors. Please use this form when you are submitting a request for approval of an exterior modification.

GROUNDS COMMITTEE VOLUNTEERS

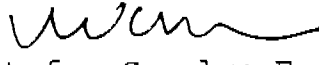
The Association is looking for volunteers to serve on the Grounds Committee. Any resident or owner interested in participating should contact Armstrong Management at 385-1133 x 3264. With winter just around the corner, the Committee would also like to remind all residents that you cannot store firewood on the common area of the Association. Please keep the wood inside your townhome or neatly stacked in your rear yard. And PLEASE do not drive a vehicle on the common area of the Association to deliver firewood to your rear yard. Thanks!



July 26, 1995

3959 Pender Drive, Suite 205
Fairfax, Virginia 22030
703/385-1133 Fax/591-5785

TO: Homeowners and Residents
Carolyn Forest Homeowners Association

FR: Wayne McCreedy 
Management Agent for Carolyn Forest

The Board of Directors of Carolyn Forest Homeowners Association recently supplemented the existing rules and regulations of the community by adopting a number of specific guidelines for grounds maintenance on your lots. Any homeowner or resident with questions about the guidelines should contact a member of the Board of Directors or the Grounds Committee or submit your questions in writing to Armstrong Management.

GROUNDS MAINTENANCE GUIDELINES

Grass. All areas with turf must be kept watered, seeded, edged and mowed. No trash or unsightly objects may be placed in yards. Extra grass clippings must be raked from the yard and the sidewalks must be swept and maintained free of grass and weeds.

All areas with turf must be maintained at a height not to exceed three and one-half (3 1/2) inches. Any areas with turf over six (6) inches in height will be automatically cut by A.L.&L. Industries, the grounds maintenance contractor for the Association, and the cost will be billed to the homeowner. The homeowner will be given one warning prior to the work by A.L.&L. being authorized by a representative of the Association.

Grass must cover at least fifty percent (50%) of your front yard unless otherwise approved in writing by the Grounds Committee. Grass must cover at least fifty percent (50%) of your rear yard if the yard is not enclosed with a fence. Homeowners with yards that do not meet the 50% requirement must maintain their plant beds full and neat in appearance or they will have to meet the 50% coverage regulation.

Trees. All trees planted on townhome lots and the common area by homeowners and residents will be the responsibility of those homeowners and residents. All trees planted in the common areas must be approved in writing by the Grounds Committee or a member of the Board of Directors. Pruning, edging and mulching of trees must be done on an as needed basis to maintain the appearance of the trees and the community.

No tires are permitted around any trees or shrubs. Trees that are planted must be a variety that have roots that will grow down

Offices in

FAIRFAX



FRANCONIA



LEESBURG



MANASSAS

Specialists in Property Management

into the ground and not spread on top of the ground. The homeowner will be responsible for any damage caused by his or her trees, such as damage to utility lines, sidewalks, curb and gutters, etc.

Shrubs. All shrubs and flower beds must be pruned, edged and mulched on an as needed basis to maintain the appearance of the shrubs and flower beds and the community.

Ground cover. No ivy or creeping plants may grow onto the exterior of any townhome.

Monetary charges for violations. If a homeowner or resident fails to abide by the above guidelines, the first violation will result in a warning (in person or by written notice) with a request that the violation be corrected within three (3) days. There will be no more than one warning per lot.

The second violation by a homeowner or resident will result in a monetary charge of \$10 being assessed by the Association against the lot plus the yard cutting fee charged by the Association's grounds maintenance contractor if the violation in question is the height of the turf.

The third violation by a homeowner or resident will result in a monetary charge of \$50 being assessed by the Association against the lot plus the yard cutting fee charged by the Association's grounds maintenance contractor if the violation in question is the height of the turf.

A FEW OTHER NOTES

The streets have been topcoated and the maintenance of the asphalt will now be the responsibility of the Association. Please make sure that your vehicle doesn't leak oil or other fluids that might damage the asphalt. If you damage the asphalt, you will be responsible for its repair.

The majority of the parking spaces in the community have been assigned to specific townhomes. The remaining spaces are currently available to residents as well as guests. The Board is interested in hearing from you (in writing) if you would like to see the unassigned spaces restricted to visitor use or if you would like to continue the current system with the spaces available for use by visitors and residents.

The Board of Directors is still working with Koury Communities to determine what the tot lot will look like, particularly whether it will be appropriate to add more play equipment. A decision on the tot lot will have an impact on the final decision on the modification of the exercise trail in the community and how Koury Communities will compensate the Association if a portion of the trail is eliminated. We will provide you with more information on these issues as decisions are made by the Board.



April 4, 1995

3959 Pender Drive, Suite 205
Fairfax, Virginia 22030
703/385-1133 Fax/591-5785

TO: Homeowners
Carolyn Forest Homeowners Association

FR: Wayne McCreedy
Management Agent for Carolyn Forest

The Board of Directors of Carolyn Forest Homeowners Association recently supplemented the existing rules and regulations of the community by adopting a number of specific guidelines for exterior modifications to your homes and lots that were recommended by the Association's Architectural Committee. Please follow these guidelines as you make plans to install fences, decks, lighting, and other exterior changes and additions. Remember that all of the exterior changes and additions described below must be approved in advance by the Architectural Committee. Any owner or resident with questions about these guidelines may wish to contact Pamela Ward (492-8710), the chairperson of the Architectural Committee.

All fences and decks must be constructed in a timely manner. Your yard and the adjacent common area must be maintained so as to prevent any accidents during the construction period (i.e., covering any posts holes, picking up nails, etc.).

FENCING

For townhomes built by Pulte Home Corporation, 1" x 6" boards must be used. For townhomes built by Koury Communities (Sunshine Homes, Inc.), 1" x 4" boards must be used. Pine or other pressure treated wood similar to that used by the builders must be used. Only fences with an overlapping shadow box design are allowed. Post caps and row caps are required. Posts must be 4" x 4" in size. All fencing must be at least one (1) foot from the rear property line. The side yard fence for an end unit townhome can extend to the rear of the box bay window. No paint or pigment is allowed. The fence may be sealed with a clear, non-pigmented sealer.

Gates must be made of the same material as the fence (1" x 6" or 1" x 4" boards). The gate boards must be butted up against one another rather than using the shadow box design. The top of the gates can be square, half circle (radius) or a shallow triangle. All hardware, i.e. hinges and handles, must be on the inside of the fence. A handle also is allowed on the outside of the gate. Any cross bracing, supports or additional wood pieces must be on the inside of the gate.

ELEVATED DECKS

Decks must be set back 10 feet from the rear property line and one (1) foot from the side property line. For end units, the deck can only extend to the edge of the townhome - it cannot protrude into the side yard. No paint or pigment is allowed. The deck may be sealed with a clear, non-pigmented sealer.

STORM DOORS

All storm doors must be full view in style. Full view means no obstructions in the line of vision except for the perimeter frame which must be the same size around the entire front face of the door. For example, if there is a 4" frame on the sides the top and bottom frame also must be 4" in width. The color of the storm door should match the color of the trim on the townhome. Interchangeable screen and glass inserts are allowed.

EXTERIOR DECORATIONS

Seasonal and holiday decorations are allowed on the front doors. However, they must be removed within a reasonable period of time after the end of the holiday.

TRIM COLORS

The trim colors on the exterior of the townhomes CANNOT be changed from the builder's original colors.

EXTERIOR LIGHTS

The style of fixture and the placement of all exterior lights, including motion detector lights, flood lights and walkway lights must be approved in advance by the Architectural Committee.

STORAGE ON THE COMMON AREA

The storage on the common area of firewood, trash containers, lawn mowers or other such personal property is prohibited.

JUST A REMINDER

Section 5 and 6 of Article VI of the Declaration of Carolyn Forest state that trailers and junk/inoperable vehicles cannot be stored within the boundaries of the community. Section 8 of Article VI of the Declaration requires the owner of a pet to pick up after the animal on the common area as well as on your lot. The Association requires that you pick up after your pet if it defecates on the common area immediately after it occurs and you should pick up as soon as possible but no less than on a weekly basis any feces your pet leaves on your lot.

Storm Doors

- All storm doors must be full view. Full view means no obstructions in the line a vision, except for the frame, which must be the same size all the way around the entire front face of the door. (Meaning if you have a 4" frame on the sides of the front face of the door, the bottom frame must also be 4".) No exceptions will be given. The color of the door should match the color of the trim work on the house.
- Seasonal and Holiday decorations are acceptable for the doors, but they must be removable.
- Screen and glass insert (interchangeable) are accepted.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Common Area

No items can be stored in the common areas

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Trim Colors

The trim colors on the exterior of the homes can not be changed from the builder's original colors.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Motion Detecting Lights

All fixtures and placement of the lights must be approved by the Architectural Review Board.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Walkway Lighting

- Low voltage walkway lighting (i.e. mushroom lights) are acceptable if the fixtures, placement and quantities of the lights are approved by the Architectural Review Board.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Decks - Elevated

- All decks must be have a rear set back of 10' and side set backs of 1' from the property line. For end units, the deck can only extend to the edge of the house and it cannot protrude into the side yard. It is suggested that the decks should be sealed with a water sealer. The wood should remain its natural color, therefore no pigments will be accepted. The decks must be constructed in a timely manner. All plans for decks must be approved by the Architectural Review Board.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Flood Lights

Flood lights either on the ground or mounted on the house are acceptable only if they placement and fixtures are approved by the Architectural Review Board.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Fencing

- For Pulte Homes, 1 x 6 boards must be used with overlapping shadow box design. Post caps and row caps are required. Posts must be 4 x 4. All fencing must be at least 1' from the rear property line, as already set forth in Article X, Section 7 of the Declaration of Covenants, Conditions and Restrictions for Carolyn Forest Townhouse Community. It is suggested that the fencing be sealed with a clear, non pigmented sealer. No paint will be accepted.

- For Koury Homes, 1 x 4 boards must be used with overlapping shadow box design. Post caps and row caps required. Posts must be 4 x 4. All fencing must be at least 1' from the rear property line, as already set forth in Article X, Section 7 of the Declaration of Covenants, Conditions and Restrictions for Carolyn Forest Townhouse Community. It is suggested that the fencing be sealed with a clear, non pigmented sealer. No paint will be accepted.

- Gates must be made the same material of the fence, but must be butted up against one another as opposed to a shadow box design. The top of the gates can be square, half circle (radius), or a shallow triangle. Any deviation from these options must be approved by the Architectural Committee. All hardware, i.e. hinges and handles, must be on the inside of the fence. A handle is allowed on the outside also. Any cross bracing, supports or additional wood pieces must be on the inside of the gate.

- All fences must be constructed in a timely manner.

- End unit fencing can extend to the rear of the box bay window, but no further.

- During construction the yard must be kept in such a manner to prevent any accidents. I.E. covering or staking the holes, not leaving nails lying around...

- The type of material to be used is pine or other pressure treated woods that are similar to what the builders have already used.

APPROVED 02-27-95 - OPEN HOMEOWNER'S BOARD MEETING

Clarification of Armstrong Guidelines

To reiterate issues already addressed in the Carolyn Forest Homeowner's Documents:

- No trailers can be stored in the community per Article VI, Section 5.
- No junk vehicles can be store in the community per Article VI, Section 6.
- Amend Article VI, Section 8 to include: annoyance includes maintenance of private property and common areas in regards to cleaning up after the homeowner's animal's dropping in a timely manner. Timely manner for common areas is when it is done. Timely manner for private areas is a weekly cleanup to avoid overwhelming smells, attraction of rodents or insects, and in consideration of your neighbors who have a view of the yard from upper levels of their home. "Curb your dog."

REITERATION OF EXISTING RULES