

**Resolution Number 2, 4/26/00**  
Amended 7/22/09

**WINDSOR PARK CLUSTER ASSOCIATION**  
**CLUSTER STANDARDS**

**1. IN GENERAL**

1.1 To ensure that the townhomes and common areas of the Windsor Park Cluster maintain their attractive appearance, and hence property values, and to preserve architectural harmony within Windsor Park, the Windsor Park Cluster Association (the “Association”) Board of Directors (the “Board”) hereby adopts the following Cluster Standards. These Cluster Standards supplement Reston Association Design Guidelines.

**2. CLUSTER STANDARDS COMMITTEE**

2.1 The Board shall establish a Cluster Standards Committee (the “Committee”) consisting of two Board members and one nonmember of the Board. The Cluster Standards Committee shall work in conjunction with the Board and the Property Manager to ensure that Windsor Park homeowners adhere to the Cluster Standards and to the Reston Association Design Guidelines.

**3. COMPLIANCE WITH AND ENFORCEMENT OF CLUSTER STANDARDS**

3.1 The Committee, the Property Manager, or the Board shall issue a Warning Letter to any homeowner whose unit violates the Cluster Standards. The warning letter shall notify the homeowner of the violation and identify when the unit will be inspected again to determine compliance with the warning letter.

3.2 The Warning Letter shall be deemed issued to the homeowner when deposited in the United States mail with postage prepaid.

3.3 If the violation continues at the next scheduled inspection, the Board shall issue a Notice of Violation to any homeowner who fails to correct the violation. The Notice of Violation shall give the homeowner an additional 10 to 60 days at the Board’s discretion from the date of the Notice of Violation to correct the violation or to contest the Notice of Violation before the Board.

3.4 If a homeowner contests a Notice of Violation , the Board shall determine whether to uphold or strike the Notice of Violation. The Board shall notify the homeowner in writing of the Board’s decision. If the Board upholds the Notice of Violation, the homeowner shall have an additional period of time (at the Board’s discretion) from the date of the notice of the Board’s decision to correct the violation. If the Board strikes the Notice of Violation, the homeowner need not take any further action.

3.5 The Board shall send its written decision to the homeowner by United States mail.

3.6 The Board may fine any homeowner \$50 for a single violation or \$10 a day for a continuing violation that the homeowner neither contests nor corrects prior to the next scheduled inspection.

3.7 The Board may direct the Property Manager to correct the violation and to bill the homeowner for the cost of the correction.

3.8 At the Board's discretion, the Board may direct the Property Manager to immediately correct at the homeowner's expense any violation that poses a health or safety hazard. The Board shall promptly notify the homeowner by certified mail, return receipt requested, of the action taken and the costs incurred. The homeowner shall reimburse the Association for the costs incurred within 30 days of the date of the invoice of costs incurred.

3.9 If correction costs and/or fines are not paid within 30 days of the date of an invoice of costs, the Board may place a lien on the homeowner's unit for the cost of the correction, any unpaid fines, and legal fees incurred. The Board may also seek an injunction and any other appropriate remedies against the homeowner.

#### **4. INSPECTIONS**

4.1 To ensure that Windsor Park homeowners adhere to these standards and to the Reston Association Guidelines, the Committee and/or the Property Manager shall inspect the Cluster in the Spring and Fall of each year and shall issue warning letters for any violations. The Committee and/or the Property Manager may conduct other inspections as it or the Board deems appropriate and may inspect individual units in response to a homeowner's request.

#### **5. AMENDMENTS AND SUPPLEMENTS TO CLUSTER STANDARDS**

5.1 The Board may amend the Cluster Standards as needed. The Board shall provide a copy of any amendment to homeowners by publication in the Windsor Park Newsletter or by mailing a copy of the amendment to each homeowner.

#### **6. QUESTIONS FOR THE BOARD**

6.1 The Board encourages homeowners to ask questions regarding compliance with or interpretation of the Cluster Standards during the Homeowners' Forum held at every meeting of the Board or by letter directed to the President of the Board.

#### **7. STANDARDS**

##### **7.1 Common Areas**

7.1.1 Common areas are those areas other than individual units' front, side, and back yards. Windsor Park common areas include, but are not limited to, its sidewalks and other walkways, lawns, landscaping, mailboxes, parking lots, and streets.

- 7.1.2 Sidewalks and walkways may not be obstructed or used for any purpose other than entrance to or exit from Windsor Park townhomes. No vehicles may be parked on sidewalks or other walkways.
- 7.1.3 Due to the risks posed by playing in the streets, as well as the noise and potential damage to pedestrians, cars, townhomes, and landscaping, homeowners and guests may not use the streets or parking areas as sports areas. Basketball, football, soccer, and hockey in these areas are expressly prohibited.
- 7.1.4 Vehicles shall not exceed 15 miles per hour when operating on Windsor Park streets.
- 7.1.5 With the exception of official Windsor Park communications authorized by the Board, signs are not permitted in or on common areas.
- 7.2 Decks
  - 7.2.1 Decks shall be maintained in good repair without any missing railings, pickets, or flooring.
  - 7.2.2 Only clear preservatives, or stain or paint compliant with approved RA cluster standards, shall be used on decks.
- 7.3 Fences
  - 7.3.1 Fences shall be maintained in good repair without any missing railings or pickets.
  - 7.3.2 Gates shall be maintained so that they can be securely closed when not in use.
  - 7.3.3 Fences and gates may be located in rear yards only.
- 7.4 Improvements
  - 7.4.1 All major changes to landscaping or townhomes, including construction and/or painting or staining, removal of decks, patios, walkways, stairs, and retaining walls, must be approved by the Board and the Reston Design Review Board unless the proposed improvements comply with the Cluster Standards established by the Reston Design Review Board.
- 7.5 Landscaping and Gardening
  - 7.5.1 Landscaping that does not depart from the style found in Windsor Park and does not alter grading and drainage is automatically approved.
  - 7.5.2 All damaged or dead vegetation shall be pruned or removed. Homeowners shall replace any trees or shrubbery originally planted by the builder with trees and shrubbery of similar types compatible with the Cluster's landscaping, with the exception of dead or dying *Zelkova*. Should a *Zelkova* be removed, it shall be replaced with a crape myrtle, a dogwood, or a redbud unless other action proposed by the homeowner is approved in writing by the Windsor Park Cluster Association Board.

- 7.5.3 Homeowners shall water and maintain all vegetation on their own property. It is requested that homeowners also water nearby common areas as the need arises.
- 7.5.4 Homeowners may maintain a well-kept vegetable garden in back yards provided that the garden does not occupy more than 30 percent of the area of the back yard. Vegetables that have the potential to exceed six feet in height are not permitted.

## 7.6 Outdoor Lighting

- 7.6.1 All outdoor lighting (lamp posts, garage and porch lights) shall use clear incandescent or halogen bulbs only. Yellow, frosted, or other colored light bulbs and fluorescent lights are not permitted. Lamp posts shall be maintained free of rust and shall be painted black.
- 7.6.2 Burned out light bulbs shall be replaced within one week of burning out.
- 7.6.3 Homeowners may install landscape and deck lighting in the back of their townhomes provided that the lighting is directed downwards, diffused, shielded, or of low wattage.

## 7.7 Parking

- 7.7.1 Parking on the street, in yards, or any location other than driveways and designated parking areas is not permitted. Vehicles violating this standard may be towed at the owner's expense. As a courtesy to guests, homeowners should park their vehicles in the garages and driveways and leave additional Windsor Park parking spots for guests.
- 7.7.2 No trailer, camper, recreational vehicle, boat, or inoperative automobile may be parked in Windsor Park.
- 7.7.3 No vehicles may undergo major repairs in a yard or driveway.

## 7.8 Screen and Storm Doors

Screen and storm doors shall conform with the Windsor Park Cluster Standard established by the Reston Design Review Board.

## 7.9 Sporting Equipment and Toys

- 7.9.1 Basketball hoops, standards, and other sporting equipment may not be permanently mounted on the exterior of any structure or permanently installed in a front or side yard or a driveway.
- 7.9.2 Portable, collapsible standards, equipment, and toys shall be stored out of sight when not in use, and shall not be kept in the same place for extended periods of time so as to become an eyesore or nuisance.
- 7.9.3 Portable hoops, standards, goals, other sporting equipment, and toys may not be placed on streets, front sidewalks, front lawns, or landscaped areas.
- 7.9.4 Portable, collapsible standards and equipment may be used only between 9 a.m. and 9 p.m. or sundown, whichever occurs first. Homeowners should be mindful

of the noise caused by sports activities, and show courtesy to their neighbors by moving such activities to Reston's designated sports areas.

#### 7.10 Trash and Animal Waste

7.10.1 Residents may set their trash containers on the curb no earlier than dusk on the day before trash pickup. Trash containers shall be removed on the day of a trash pickup and stored out of sight. Trash placed on the curb should be enclosed in containers (trash cans, garbage bags) to prevent the dispersal of trash by wind.

7.10.2 Residents shall promptly pick up trash from all sources, and particularly that left behind by the trash removal contractor.

7.10.3 Dogs shall be leashed when outdoors, and their waste shall be immediately picked up by their owners/handlers.

#### 7.11 Windows

7.11.1 Screens of the same design as those installed by the builder shall be maintained on all windows. No screens are required on windows that do not open and that did not originally have screens.

7.11.2 Homeowners may not use sheets, blankets, boards, plastic, or other materials to cover windows without glass or door openings. Broken windows and doors shall be replaced with windows and doors of the same design and materials as those originally installed by the builder.

#### 7.12 Yards and Driveways

7.12.1 Hose reels and other permanently mounted yard and garden equipment are not permitted in front or side yards or driveways.

7.12.2 Homeowners may post no more than one "For Sale" or "For Rent" sign per townhome. No other signs are permitted other than those expressly authorized by the Board.

7.12.3 Driveways shall be properly maintained, free of oil and grease, and kept level with the grade. All cracks shall be repaired.

7.12.4 Garage doors shall be closed unless needed open for brief periods while entering and leaving homes or when the garage is in use

7.12.5 Rear yards shall be maintained in good order, without clutter, and should not be used as storage areas. Back yards shall be covered with sod, mulch, or flooring such as landscape timbers, bricks, slate, flagstone, wood, or concrete.

7.12.6 Rear yards shall be mowed and weeded and shall not be permitted to grow to an excessive height.

#### 7.13 Maintenance

7.13.1 Homeowners are responsible for maintaining all structures, grounds, and landscaping that are a part of their property (except for lawns maintained by the

landscaping contractor in front and side yards). Proper maintenance includes, but is not limited to, maintaining the units themselves, landscaping, decks, patios, walkways, and driveways.

- 7.13.2 All structures (with the exception of decks and exterior stairs to decks, see section 7.2) shall be kept painted, caulked, and in good repair. Chipped or peeling paint and bare wood should be scraped and painted. All wood grain in trim and fascia must be kept painted. All exterior paint colors shall be identical to the paint color selected by the builder and approved by the Reston Design Review Board.
- 7.13.3 All exterior elements placed by the builder shall be maintained to appear clean from the street, and if missing, replaced. Such elements include the EIFS siding, screens, shutters, downspouts, gutters, and lamp posts.
- 7.13.4 All holes in EIFS siding shall be repaired by an appropriate EIFS contractor with EIFS materials of identical color to those selected by the builder and approved by the Reston Design Review Board.
- 7.13.5 All townhomes shall have visible house numbering consistent in appearance with the numbering installed by the builder.
- 7.13.6 No algae, moss, or mildew on exterior structures should be visible from the street.
- 7.13.7 New roofing materials shall be identical to the original roofing installed by the builder and approved by the Reston Design Review Board.

## CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting secretary of Windsor Park Cluster Association, a Virginia non-stock corporation: and

THAT the foregoing Standards constitute the Standards of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 22nd of July, 2009.

IN WITNESS WHEREOF, I have hereunto subscribed my name affixed the seal of said Association this 22nd of July, 2009.

Chip Mayse  
Secretary