



Doral Architectural Control Guidelines -- Revised 2015¹

Introduction

This pamphlet of guidelines was prepared for the residents of Doral to help answer basic questions concerning architectural requirements and Covenants. This information is covered in Covenant documents and the minutes of Homeowner Association meetings. The ultimate goal of the Covenants is to protect your housing investment by maintaining the community in a manner that causes your property values to increase.

Your input to the process of managing this community is important and welcome. By involving yourself in this effort, we can all enjoy the true value that is Doral.

All policies, procedures, and Covenants of the Doral community are subject to the interpretation of the Board of Directors. Under no circumstances will the Board of Directors, the management company, or the Doral Home Owners Association be responsible for the misinterpretation of the enclosed guidelines or the Covenants by residents or owners. All modifications and/or procedures not covered in this guideline, whether intentionally or not, are subject to approval by the Architectural Control Committee (also referred to as the Architectural Review Committee – ARC).

It is our wish that you will enjoy many years in our community and will actively participate in its longevity and continued beauty.

¹ This document is provided as a service to the residents of Doral Home Owners Association by the Board of Directors and the Architectural Control Committee. This version incorporates the recommendations of the Doral Homeowners Association Attorney Memo from Linowes & Blocker dated August 1, 2013.

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The following questions/answers will help you understand the guidelines and procedures.

What Are The Covenants?

The Covenants were originally included with the Home Owners Documents you received at the time of settlement (or closing) on your property. We hope that you took the time to read and understand them.

More importantly, the Covenants are a binding contract on all residents of Doral. The Covenants assure the residents of a certain minimum standard for land use, architectural design, and property maintenance throughout the neighborhood. They also provide for your mandatory membership in the Doral Home Owners Association and establish a mechanism for the operation of this association. These covenants “run with the land” as part of your deed of ownership and cannot, as a practical matter, be changed.

How Does The Architectural Process Work?

Your covenants provide for the Board of Directors, or a committee appointed by the Board, to serve as the Architectural Control Committee. This ensures the control process is in the hands of our elected representatives or their appointees. When considering exterior alterations on your property, you should consult the guidelines in this pamphlet. These guidelines will help you in finalizing your plans and tell you whether a formal application and approval is required.

Currently, the Board has not appointed an Architectural Control Committee, although pursuant to the covenants it reserves the option in the future to appoint such a committee. Any references noted herein to the Architectural Control Committee has been appointed.

These guidelines also provide general information concerning areas such as the length of grass and placement of trash containers. Even if you are not considering alterations to your property at this time, you may want to review these guidelines.

What Are The Steps For Approval Of The Plans? (Refer to Interpretive Resolution #2)

After you have studied the guidelines, complete your application using the Exterior Alteration Application form in this pamphlet (Page 14). Be sure your application is complete and clear and allow at least thirty days for processing. The application is to be accompanied by color samples, drawings, photographs, or pictures. Also, a copy of your plat, with architectural inclusion of fence line or additions (if applicable).

Submit your application to:

Doral.hoa.board@gmail.com with the Subject Line of “ARC Application”

The Architectural Control Committee meets regularly to consider applications. You should receive a written response to your application within thirty days, but no later than sixty days in accordance with the covenants. No verbal approvals are given.

What If My Application Is Approved?

If your application is approved, you should receive your approved application in the mail within ten days of approval, authorizing you to start work. Work shall begin within six (6) months of the date of approval and completed within twelve (12) months following the start date, approval of the application will be required again. (Per By Laws Article V, 5.03)

Approval of a project by the Architectural Control Committee does not relieve you of the need to obtain the necessary County and City Permits.

Before you begin any digging, you are required to call Miss Utility to locate any buried utility lines or pipes.

Phone: 1-800-257-7777

Website: www.missutility.net/maryland

What If My Project Is Not Approved?

You will receive a notice from the Architectural Control Committee stating that your project was not approved along with the reason(s) why it was not approved. Using this information, you may modify your project and re-submit it for approval. You may appeal the decision in writing within thirty (30) days of denial. Appeals must include additional information to correct items which the Committee cited as reason for denial. Additionally, you may request to meet before the Board/Committee at a regularly scheduled meeting.

What If I Don't Wait For Approval?

If you start alterations without first obtaining approval of your plans, you do so at your own risk! If you fail to submit an application, or if your application is modified or not approved by the Committee, you may face the cost of removing the alteration, plus the cost of litigation. The Covenants provide a means for placing these costs as a lien against your property.

How Closely Must I Adhere To The Guidelines In This Pamphlet?

The Covenants give the Doral Home Owners Association Board of Directors the responsibility to set rules and procedures for architectural control, and the power to interpret the Covenants and allow exceptions to their restrictions. The guidelines presented here have been written by the Board as a part of their responsibilities.

These guidelines should be understood as just that – guides to be used by residents in preparing an application for exterior modification. Based on the policies and previous decisions of the Board, the guidelines will tell you what is most likely to be approved in typical circumstances. These guidelines also give you important information on how to prepare your application.

To ensure that property values are maintained and as required by the Covenants, your HOA representatives must enforce compliance with the Covenants. Accordingly, the following procedure has been established.

The first notification of a violation will be a written notice to the owner of the lot on which the violation exists. The notice will include a complete description of the violation and the action required to correct the violation(s). The owner will be given a time frame to either provide an explanation of the action which will be taken to correct the violation; or an appeal to the Committee concerning the violation; or, action taken to correct the violation. If not corrected, the board will determine the action to be taken as outlined in Interpretative Resolution # 3.

Partial List of Topics that May Arise

A partial list of topics most commonly arising with regard to home maintenance and alterations follows. They are listed alphabetically. Doral's position on each topic is stated.

Antennas / Satellites Discs

Unless otherwise permitted by Federal law as set forth in Interpretative Resolution # 7, all antennas (aerials) must be placed in attic space. No tree, fence, tower, or roof mounted antennas will be permitted, even temporarily. Application is not required. (See Interpretative Resolution # 7)

Attic Fans

This included attic fans and ventilators that are exterior on the structure. An application is not required, provided all the following provisions are met:

No part of the fan protrudes more than twelve (12) inches above the roof line.

An exposed parts are painted to match the exterior color of the material they penetrate (for example, the roof) so as to conceal them. Roof mounted and located on the rear side of the roof and does not extend above the ridge line.

If it is necessary to block air flow through the fan, this must be done from the inside of the structure.

All other installation require an application showing elevation of the fan installation.

Basketball Backboards

All backboards must be at least 20 feet from the street pavement and at least 10 feet from the adjacent property line or common area. Play at the hoop is allowed only between the hours of 9:00 AM and sunset daily. All backboards and posts must be commercially manufactured with only nylon nets. (See Interpretative Resolution # 1)

Building Additions

There will not be any additions unless approved by the Board of Directors / Architectural Control Committee (ACC).

Clothes Lines and Poles

All clothes lines and poles must be the removable type or the type that rolls out from back of the house. They must be out of sight when not in use. The clothes line/pole must be placed in the rear

yard. No drying or airing of any clothing or bedding shall be permitted except between the hours of 8:00 AM and 5:00 PM Monday through Friday and 8:00 AM through 1:00 PM on Saturdays. If the above requirements are followed, an application is not required.

Common Areas

Residents may not enclose any common ground for their own personal use without approval of the Board of Directors. Vehicles are not allowed on grass or mulch covered common ground without approval of the Board of Directors.

Decks

A complete application is required. Decks must be constructed of durable materials. Decks may be stained with a color approved by the Architectural Control Committee or left to weather naturally. Privacy screening for decks is optional and must have approval. Application must include:

- a. A drawing to scale of the new construction in relation to the dwelling.
- b. Dimensions of deck, description of all materials, and color samples (where applicable).
- c. Type of screening material, if applicable.

Must meet all county / city codes.

Dog Houses

Under no circumstances are dog houses to be placed in the front of the dwelling. It is recommended that the dog house be located as close as possible to the rear of the dwelling and/or extend beyond either side of the dwelling or property line. The dog house must be standard single animal structure and compatible in color with the dwelling and the natural surroundings. All dog houses require application.

Fences

All fence installation require an application. Any fence constructed upon the Property shall not extend forward of the rear building line of the dwelling on the Lot upon which any such fence is erected. No fence shall be more than six (6) feet in height and chain link and other wire fencing are strictly prohibited. (Except for wire deer fencing to protect gardens and shrubs). Must meet county code.

Flag Poles

Permanent ground-mounted flag poles are not permitted in town home lots. Only wall-mounted mast type with pole diameter of ½” or less is permitted.

Garages

No garages may be altered, modified, or changed in any manner which would inhibit or in any way limit its function as a parking area for vehicles without the approval of the Board of Directors or the ACC.

No garage or outbuilding properly erected on a Lot shall at any time be used for human habitation, temporarily or permanently, nor shall any structure of a temporary nature be used for human habitation.

Gardens, Rock

Applications are not necessary for rock gardens at grade, provided that the rocks are left natural in color.

Gardens, Vegetable

Applications are not necessary for vegetable gardens, provided that the following conditions are met:

The garden is located within the property line in the rear of the property. Vegetable gardens are not permitted in front yards.

The garden is not planted on a grade which will cause water flow damage to adjacent properties.

An application should be completed for all other situations.

Grass, Height Of

The County Code states: "It shall be the duty of all persons, whether said person(s) be the owner(s), tenant(s), or person(s) in possession of any yard, lot, or land located within the area, whether said property be private or public, to cut and maintain the grass and weeds, that it shall not exceed six (6) inches in height. It shall be the duty of the County Code Enforcement Officer to notify the owner or owners, tenant or tenants, or person or persons, where the case may be, in possession of any real estate of aforementioned in writing and it shall be the duty of the said person in possession to cut said grass and weeds within five (5) days after date of such notice. Violation of this ordinance is unlawful, and declared to be a public nuisance. Each day a violation of this ordinance exists or is allowed to continue shall be considered a separate offense."

Grills, Permanent

An application is required for all permanent grills. Permanent grills should be placed in the rear of the property. The following information is required on the application:

- a. Dimension of grill.
- b. Site plan showing location.
- c. Materials, including color, to be used.

Gutters and Downspouts

An application is not required for gutters and downspouts that match in color, design, and material to the existing gutters and downspouts. An application must be submitted for all other changes to the gutters and downspouts.

Landscaping Changes (see Interpretative Resolution # 5)

Prior to the installation of (a) plantings that have a growth potential of greater than six feet in height, (b) landscaping topography changes (terracing, raised beds, etc.), or (c) plantings within six feet of property lines must be approved in advance, and (d) removal of trees.

Lawn Ornaments

No water hoses or sprinklers decorative or otherwise are to be left in view in front of lot when in use.

Lawn ornaments need to be smaller than two (2) feet and should be natural text. No more than two (2) benches that are meant for outside. No folding chairs, chaises, tables should be left in front of house when not in use.

Lighting

The replacement of an existing exterior light fixture, if replaced with a realistic match to the old fixture, does not require approval from the Committee. If a change in style, shape, color, or position is required, or if additional light fixtures are to be installed on existing structures, an application is required. No exterior lighting shall be directed outside the boundaries of the Lot.

Lighting for decoration, holiday, and festival use does not require approval; however, holiday lighting shall not operate prior to November 26th in any year and not later than the following January 15th. Total removal of all holiday lighting must be accomplished by January 31st.

Painting

An application is required when a house or trim is to be painted a color different than its existing color. The paint is considered to be different if the color itself changes (for example, from yellow to green) or if the color remains the same, but is darker or lighter than the original. An application is not required when the new paint is the same as the original in both these respects.

Applications must include samples of all color changes, as well as where on the house the change will occur. Houses of the same color are not permitted side by side. Painting of shutters, doors, and door frames will be permitted and must be in front harmony with existing architecture.

Patios

An application is required. The guidelines refer to any new or expanded patio. Patios may be constructed of wood, stone, brick or concrete provided that the color and texture of the material is in harmony with adjacent structures, as deemed by the Committee. Patios must be located to the rear of the dwelling and may not exceed beyond either side of the dwelling.

Application should include:

- a. Site plan with dimensions showing new (or expanded) patio in relation to existing house, trees, and lot boundaries.
- b. A list and description of materials to be used, including color sample(s) where applicable.

Screen/Storm Doors and Windows (See Interpretative Resolution # 4)

Storm doors, including “security” storm doors, may be installed on any of the exterior doors. An effort should be made by the homeowners to match the color of their front door or wood trim within standard storm door availability. Storm doors must be safely installed and well-maintained. Paint chips, cleats and non-functional latches must be promptly repaired. Storm doors must be submitted to the ACC for approval of color and design once the homeowner has chosen a door.

Screens (Window Grids & Window Screens)

Window work must be all in or all out and uniform in color visible from front of home. Window screens must be all in or out in front of home.

Security Bars for Patio Doors and Windows

Security bars should complement the color scheme of the house and must meet all fire code regulations. An application is required.

Sheds

No Sheds are allowed. No exceptions.

Siding

An application is required when the color is considered to be different if the color itself changes (for example, from yellow to green) or if the color remains the same, but is darker or lighter than the original. An application is not required when the new siding is the same as the original in both these respects. All aluminum siding must be attached to the dwelling horizontally. Application must include samples of all color changes.

Swing Sets, Children’s Play Equipment, Sandboxes, and Playhouses

Residents are encouraged to use the County recreational facilities. However, if privately owned equipment is desired; the equipment must be located in the rear yard and must be well maintained at all times. The Association has the right to remove, at the Owner’s expense, any apparatus or equipment which is not well maintained. Playhouses must be approved by ACC prior to installation and meet county codes and architecture. They must match color of dwelling.

Trash Containers

Trash and garbage containers shall not be permitted to remain in public view except on days of trash collection or the evening prior to the day of trash collection. No person(s) shall place bulk trash in front of the premises for collection until he or she contacts the collector to schedule a pick-up. No person(s) shall place any bulk trash in front of the premises prior to 10:00 AM the day before the scheduled collection date. No incinerator shall be kept or maintained upon any Lot. No garbage or trash containers shall be kept on the front or side yard of any Lot and garbage and trash containers kept or maintained in the rear yards of any Lots under or upon decks shall be screened from public view at all times. Trash can(s) may be placed on side of home as long as screened from view.

Trees and Hedges

Homeowners are responsible for pruning/trimming trees on their property, including trees that overhang public sidewalks or into neighbor’s yards. No tree, hedge, or other landscape feature shall be planted or maintained in a location which obstructs sight-lines for vehicular traffic on public or private streets or street lights. For safety purposes, trees should not block view of house.



Interpretive Resolutions

From time to time, the Doral Board considers specific questions that arise about a particular topic. In order to clarify the Board's position, it develops an "interpretive resolution" which is approved by vote of the Board. The following are several such resolutions bearing on architectural controls. They are numbered in order of their discussion by the board over many years.

Doral Architectural Control Committee Interpretative Resolution # 1 Policy Re: Basketball Backboards

Whereas: The Board of Directors and Architectural Control Committee of the Doral Homeowners Association, Inc. have deemed it important and necessary to establish a clear interpretation and specific guidelines for the installation of basketball hoops in the Doral community.

Therefore, be it resolved by the Board of Directors of the Doral Homeowners Association, Inc. that Article VI, Section 6.02(v) of the Declaration of Covenants, Conditions and Restrictions of the Association is hereby interpreted and guidelines established for the installation of basketball hoops as follows:

- 1) All backboards must be at least 20 feet from the street pavement.
- 2) All hoops must be at least 10 feet from the adjacent property line or common area.
- 3) Play at the hoop is allowed only between the hours of 9:00 AM and sunset, daily.
- 4) All backboards and post must be commercially manufactured (not home-made) with nylon net only (no chain nets).

**Doral Architectural Control Committee
Interpretative Resolution # 2**

Policy Re: Process for approval of architectural changes/additions/improvement etc.

- A. Any Exterior Alteration Application should contain the following information (see Declaration of Covenants, Article V, Section 5.01 for full details):
 - 1. Survey plat
 - 2. Details of planned change as listed on the application form, with drawings, if applicable attached
 - 3. Building permit(s)

- B. Committee's initial action:
 - 1. Initial approval or denial shall be issued in writing within 60 days of receipt of all information specified in Section A.
 - 2. Denials will include specific reasons for denial indicating what could be changed to receive approval.
 - 3. If the Committee does not respond within 60 days, the request is automatically approved. An application for an Architectural change which is in violation of the Covenant is not approved under these circumstances.

- C. Appeals to the Committee:
 - 1. Written request to the Architecture Control Committee appealing the decision must be received within 30 days of denial by the Committee.
 - 2. Appeals must include additional information or changes to correct items which the Architectural Control Committee cited as reasons for denial.
 - 3. Members may request to appear before the committee at the next regularly scheduled Board Meeting after receipt of the appeal.
 - 4. Decision of the Board is the final decision and will be made no later than the Board meeting occurring after the appeal is presented to the Board.



Exterior Alteration Application

Date: _____

Name : _____

Address: _____

Home Phone: _____ Work Phone: _____

Specify the proposed improvements. The description should include the information as requested in the Architectural Guidelines. Any drawings, photographs, pictures, and color samples should be included with this application. Also include a copy of your plat and the date you plan to begin work. Use an additional sheet, if necessary.

**E-Mail completed application to doral.hoa.board@gmail.com OR mail to:
Doral HOA c/o Summit Management Service, Inc.
8405-A Richmond Highway
Alexandria, Virginia 22309**

For Architectural Control Committee Use Only

Date Received: _____ Date of Action: _____

**Doral Architectural Control Committee
Interpretative Resolution # 3
Policy Re: Procedures for Processing Cases of Alleged Violations of the Governing
Documents**

Recitals

A. Article VI, Section 6.04 of the Declaration of Covenants, Conditions and Restrictions for the Association (the “Declaration”) and Article VII, Section 1(a) of the Bylaws of the Association (“Bylaws”) provide the Board of Directors of the Association (“the Board”) the power to adopt and publish rules governing the use of the Common Area and Parcel Common Area facilities and the personal conduct of Members and their guests thereon, and to establish penalties for the infraction thereof; and

B. Article XI, Section 11.02 of the Declaration of Covenants, Conditions and Restrictions provides the Association with the right to enforce all restrictions, conditions, covenants, and obligations or terms imposed by the provisions of the Declaration, Bylaws, or rules or regulations of the Association; and

C. Article XI, Section 11.14 of the Declaration provides the Board with the authority to levy reasonable fines upon any Owner or such Owner’s tenant or guest or invitee (not to exceed \$ 25.00 per violation) for violations of the provisions of the Declaration, Bylaws, the Articles of Incorporation, or any rule or regulation promulgated by the Board provided that reasonable notice and an opportunity for a hearing is provided the violator and Owner of the Lot if the Owner is not the violator; and

D. For the benefit and protection of the Association and the individual Owners, the Board deems it necessary and desirable to adopt and distribute procedures for processing cases of alleged violations of the Governing Documents; and

THE BOARD OF DIRECTORS HEREBY RESOLVES that the following enforcement procedures are adopted, and shall be binding on all parties having any right, title or interest in all or any portion of the Community, their respective heirs, personal representatives, successors, transferees and assigns, as well as occupants, guests and invitees, and shall inure to the benefit of each Owner thereof.

Unless otherwise defined herein, capitalized terms used herein shall have the same meanings as are set forth for them in the Declaration and Bylaws.

I. ENFORCEMENT PROCEDURES

A. Actions Prior to the Initiation of Formal Enforcement Procedures. Any Owner, resident of the Community (“Resident”), Association director or officer, or the community manager (hereinafter referred to collectively as “Complainant”) has the authority to request that an Owner or resident cease or correct any act or omission which appears to be in violation of the Governing Documents. Informal attempts, which may include a notice and/or warning, should be made to resolve any alleged violations prior to the initiation of formal enforcement procedures. The Board and/or community manager will generally not become involved in disputes between Owners or residents regarding activities within private Lots or the appurtenant Common Area or Parcel Common Area, unless such disputes involve alleged violations of the Governing Documents.

Prior to the initiation of formal enforcement procedures (and in addition to any suspension of privileges that may be imposed pursuant to Part I, Section G below), the community manager and Board may temporarily suspend the right of an Owner or Resident to use any facility which is part of the Common Area or Parcel Common Area for a period not to exceed ten (10) calendar days if such Owner’s or resident’s use of the facility is in violation of the Governing Documents and a verbal request to cease or correct the violation has not been heeded. Prior notice of any suspension of the right to use any facility which is part of the Common Area or Parcel Common Area must be provided in writing.

Notwithstanding anything else contained herein, the Board of Directors, may (without the initiation of formal enforcement procedures) suspend the right of an Owner or a resident to use any facility which part of the Common Area or Parcel Common Area for the failure to timely pay any Assessment or charge (including a fine levied pursuant to the provisions of the Governing Documents after the same becomes delinquent) for so long as any such Assessment or charge shall remain delinquent. Prior notice of any such suspension of the right to use any facility which is part of the Common Area or Parcel must be provided in writing.

The Board or community manager may make initial attempts to secure compliance through correspondence to the offending party (“Respondent”) which states the time, date, place and nature of the violation and which sets forth the time period in which the violation must be corrected. If the respondent is a tenant, the Owner of the Lot leased by such tenant shall also be notified at this time. Copies of such correspondence shall be maintained in the Association files, and a copy shall be sent to the attorney for the Association.

B. Written Complaint. Formal enforcement procedures may be initiated by a Complainant who shall file a written complaint with Board or the community manager or the Board of Directors may, on its own initiative, issue such a written complaint. The complaint shall include a written statement of charges which shall set forth the acts or omissions with which the Respondent is charged. The complaint shall specify provisions of the Governing Documents which the Respondent is alleged to have violated and shall contain supporting facts. The complaint must be as specific as possible as to times, dates, places, and persons involved.

C. Service of Complaint. If the Board determines action is necessary, the Board or such committee shall serve a copy of the complaint on the Respondent by both first class and certified mail, return receipt requested, addressed to the Respondent at the address appearing on the books of the Association. The complaint shall request the Respondent to cease the act or omission which appears to be in violation of the Governing Documents and shall advise the Respondent of the opportunity for a hearing before the Board upon a request within five (5) days of the date of the complaint. The complaint shall also specify that in lieu of requesting a hearing, the Respondent may respond to the complaint within five (5) days of the date of the complaint with a “Notice of Compliance” which acknowledges, in writing, that the violation occurred as alleged and promises that the violation will immediately cease and will not recur and that such Notice of Compliance, and performance in accordance therewith shall terminate the enforcement activity with regard to such violation if the Respondent has not previously been issued one (1) or more Notices of Compliance regarding other violations. Where the Respondent has previously been issued one (1) or more Notices of Compliance regarding other violations, the complaint shall specify whether, in the sole discretion of the Board, a Notice of Compliance shall terminate the enforcement activity with regard to such violation. If the Respondent is a tenant, a copy of the complaint shall also be served on the owner of the Lot leased by such tenant at the same time as such complaint is served on the tenant, in any manner permitted by this Section.

D. Architectural Control Violations. Notwithstanding anything herein to the contrary, if the alleged violation is a violation of the Architectural Control provisions of Article V of the Declaration and/or any guidelines or rules and regulations promulgated in accordance therewith, then pursuant to Section 5.01 of the Declaration the written complaint described in Section B and C above shall request the Respondent to promptly remove the nonconforming improvement and/or restore the Lot to substantially the same condition that existed prior to the alleged violation within twenty-one (21) days of the date of the complaint. If the Respondent fails to timely correct or abate the alleged violation, the Respondent shall be notified of the opportunity for a hearing before the Board or Covenants Committee upon a request within five (5) days of the date of such notice. Such notice shall be served on the Respondent by first-class and certified mail, return receipt requested. In lieu of requesting a hearing, the Respondent may respond to the notice within five (5) days of the date of the notice with a “Notice of Compliance”, as described in Section C above, which may terminate the enforcement activity as provided in Section C. The Board may also undertake the self-help remedy provided in Section 7.01 of the Declaration.

E. Constraints on the Board. It shall be incumbent upon each member of the Board to make a determination as to whether that member is able to function in a disinterested and objective manner in consideration of a case before it. Any member incapable of objective consideration of the case shall disclose this fact and shall not participate in the proceedings. Any member of the Board has the right to challenge any other member that such member believes is unable to function in a disinterested and objective manner.

F. Hearing. If the respondent fails to timely request a hearing (and if the Respondent fails to timely make an acknowledgement and promise regarding such violation as specified in Part I, Section C above, or to correct the violation as provided in Part I, Section D above) the Board shall

determine if there is sufficient evidence of a violation or violations. If the Board determines that there is sufficient evidence of a violation or violations, it may take disciplinary action in accordance with Part I, Section H below. If a timely request for a hearing is made, a hearing shall be held before a majority of the members of the Board or applicable committee in accordance with the following procedures:

The Board shall select one of its members to serve as a hearing officer and preside over the hearing. At the beginning of the hearing, the hearing officer shall explain the rules and procedures by which the hearing is to be conducted. The Board may determine the manner in which the hearing will be conducted, so long as the rights set forth herein are protected. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Generally, any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make the admission of such evidence improper.

It is not required that a Complainant or Respondent be in attendance at the hearing. At the request of either the Complainant or the Respondent, the Board may agree to conduct the hearing in private session, subject to the provisions of public law.

Each party shall have the right to do the following, but may waive any or all of these rights:

- a. Make an opening statement;
- b. Introduce evidence, testimony and witnesses;
- c. Cross-examine opposing witnesses;
- d. Rebut evidence and testimony;
- e. Make a closing statement.

Even if the Complainant or the Respondent does not testify in his/her own behalf, each may still be called and questioned by the Board.

Whenever the Board has commenced to hear the matter and a member of the Board withdraws prior to a final determination, the remaining members shall continue to hear such matter.

The Board may rule upon the complaint at the time of the hearing and may take such other action, including the levy of a charge, as is authorized by the Governing Documents. In any event, the Board shall prepare a written decision disposing of the matters raised in the complaint, and shall serve a copy of the decision upon the Complainant and Respondent within a reasonable time after the hearing, by either of the following means: (1) personal service, or (2) regular mail. A decision which is adverse to the Respondent shall require a majority vote of the entire membership of the Board. If the Respondent is a tenant, a copy of the decision of the Board shall also be served on the Owner of the Lot leased by such tenant at the same time as such decision is served on the tenant, in any manner permitted by this Section.

G. Suspension of Privileges and Levying of Fines. Disciplinary action imposed by the Board of Directors may include suspending or conditioning the Respondent's right to use any Common Area or Parcel Common Area property and/or imposing a reasonable fine not exceed twenty-five dollars (\$ 25.00) for any one violation. Each day a violation continues unabated after the provision

of written notice shall be treated as a separate violation and shall result in a fine of twenty-five dollars (\$ 25.00) per day until the violation ceases. Such charges shall be considered as an assessment against the Lot owned or resided in by the Owner or resident in violation. Such charges shall not be imposed for the nonpayment of assessments. For any infraction, suspension of the right to use any or all Common Areas or Parcel Common Areas shall be for a period of not more than sixty (60) days.

H. Notwithstanding anything herein to the contrary, the Board may suspend the right of an Owner or resident to use any facility which is part of the Common Area or Parcel Common Area, in accordance with Section I.A. above, or may otherwise levy a fine in accordance with Section I.G above, if such Owner or resident was previously provided written notice of a violation, and enforcement activity was terminated because such Owner or resident responded with a Notice of Compliance or otherwise ceased or abated the violation, and then the violation recurs within 12 months of the initial notice of violation. Prior notice of the suspension or fine must be provided to the Owner or resident in writing. The Owner or resident may request a hearing before the Board, Covenants Committee, or Parcel Committee, as applicable, within five (5) days of the receipt of the written notice of suspension or fine.

I. Failure to Maintain Lot. Notwithstanding anything herein to the contrary, if the alleged violation is a violation of the Owner's obligation to maintain his or her Lot, then the Board may (but is not obligated to) undertake the self-help remedy provided in Section 7.01 of the Declaration. Except in the case of emergencies, the complaint shall request the Respondent to correct the violation within fifteen (15) days of the date of the complaint. The complaint shall advise the Respondent that if the Respondent fails to correct the violation, the Board or applicable committee shall have the right to enter the Lot to repair, maintain or otherwise correct the violation and all costs related to such correction, repair or maintenance shall be collectible by the Association in the same manner as Assessments and may become a lien upon such Lot, in accordance with Section 7.01 of the Declaration. The complaint shall be served on the Respondent by both first-class and certified mail, return-receipt requested.

II. INTERPRETATION

These procedures are intended to ensure that due process is provided to Owners and residents in proceedings before the Board of Directors.

The Board of Directors may determine the specific manner in which the provisions of these procedures are to be implemented, provided that due process is protected.

Any inadvertent omission or failure to conduct proceedings in exact conformity with these procedures shall not invalidate the results of such proceedings, so long as a prudent and reasonable attempt has been made to ensure due process according to the general steps set forth herein.

“Due process”, as used in these procedures refers to the following basic rights:

1. The charges shall be provided to the Respondent.
2. An appeal for hearing at which witnesses may appear and be cross-examined and at which evidence may be introduced.

3. Basic principles of fairness shall be applied.

III. MISCELLANEOUS

- A. The use of the masculine gender includes the feminine and neuter genders and the use of the singular includes the plural and vice versa, whenever the context so requires.
- B. Capitalized terms used herein, unless otherwise defined herein, have the meanings specified for such terms in the Declaration and Bylaws.

**Doral Architectural Control Committee
Interpretative Resolution # 4
Policy Re: Storm Doors**

1. Storm doors, including “security” storm doors, may be installed on any of the exterior doors.
2. An effort should be made by the homeowner to match the color of their storm door with the color of their front door or wood trim within standard storm door color availability.
3. Storm doors must be safely installed and well maintained. Paint chips, dents and non-functional latches must be promptly repaired.

**Doral Architectural Control Committee
Interpretative Resolution # 5
Policy Re: Landscaping Approval**

An Exterior Application must be submitted for landscaping changes described below:

1. Plantings that have growth potential of greater than 6 feet in height.
2. Landscaping topography changes (including but not limited to: terracing, raised beds, re-grading, retaining wall, etc.,)
3. Plantings within 6 feet of property lines.

**Doral Architectural Control Committee
Interpretative Resolution # 6
Policy Re: Application Approval**

A minimum fine of \$25.00 may be charged to a homeowner who does not have a completed Exterior Alteration Application form approved prior to:

- a. Construction of a major structure (including, but not limited to: a deck, fence, playhouse, patio, porch, sunroom, house, addition, pool, etc.)
- b. Exterior alteration (including but not limited to: a change in exterior paint, siding, windows, roof, wall, chimney, etc.)
- c. Topographical changes (including but not limited to: terracing, raised beds, re-grading, retaining walls, etc.)

Other fines may be imposed in accordance with the procedures specified in Interpretive Resolution # 3.

Doral Architectural Control Committee
Interpretative Resolution # 7
Policy Re: Satellite Dish & Antenna Notification Form and Guidelines

Purpose: Effective October 4, 1996, the Federal Communication Commission (FCC) enacted the Telecommunications Act of 1996 which allows for the installation of certain satellite dishes and antennas on individually owned and maintained property. Within the parameters of this new law, Doral Homeowners Association established the following guidelines and notification process for installation of all satellite dishes/antennas. These guidelines were developed to address the aesthetic and safety concerns associated with new laws, and to maintain property values in Doral.

1. The law permits installation of dishes and antennas less than one meter (39 inches). Devices larger than this size or otherwise not a part of the FCC Ruling is not permitted, and owners are encouraged to obtain the smallest device possible in order to maintain the aesthetics of our community.
2. Installation is permitted on individually owned property ONLY.
3. Placement of the device is crucial in maintaining the appeal of our community. The following "Placement & Screening Specifications" were developed for use by each homeowner in determining the location of satellite dishes/antennas. The list goes from the most acceptable to the least acceptable location. Acceptable quality of reception will ultimately determine the location of the device and homeowners are requested to use the "most acceptable" location where an acceptable quality signal can be received.

- Most acceptable:
- A. Hidden/screened in backyard
 - B. Un-screened in backyard
 - C. On roof, below the back roof lines
 - D. On the chimney
 - E. Other areas of roof depending on roof lines
 - F. Other areas in back of house
 - G. In side yard (screened from Public view) **

Note: Most town home front and some side lawns are cut by the Association. The Association cannot be responsible for any maintenance to an area where the satellite dish/antenna is installed.

4. Color and screening – The satellite dish or antenna should be colored, painted or otherwise screened with shrubs or other materials in such a manner as to blend in with the surrounding placement area.
5. Safe installation – The satellite dish or antenna is to be installed in a secure and safe manner. Problems and liability claims resulting from installation of a satellite dish/antenna are the responsibility of the owner.

6. Permits – The owner shall obtain any permits necessary for installation and insure the device is in strict compliance with FCC regulations and local and state laws.
7. The following notification is to be forwarded to:

Doral Homeowners Association
c/o doral.hoa.board@gmail.com with Subject Line: “Satellite Dish/Antenna” OR mail to
Doral HOA c/o Summit Management Service, Inc.
8405-A Richmond Highway
Alexandria, Virginia 22309

ADDRESS OF INSTALLATION: _____

NAME AND PHONE NUMBER: _____

DESCRIPTION OF DEVICE TO BE INSTALLED INCLUDING MODEL NAME AND NUMBER: _____

LOCATION OF DEVICE ON PROPERTY: _____

COLOR OF DEVICE: _____

METHOD OF INSTALLATION: _____

I certify that the installation of my satellite dish/antenna is/will be in accordance with the guidelines.

Signature of Owner: _____

Date: _____