

Huntington Forest Homeowner's Association
Board Meeting
November 10, 2016

Meeting called to order at 7:05pm by Kerry McCabe, President. Meeting held at Montessori School of Alexandria, 6300 Florence Lane.

Board Member Attendees: Kerry McCabe, Steve Piper, Steve Danz, Frank Donahoe, Grace Washburn, Kathy Spitzer, Laura Robinson (7:20 arrival), Michael Tanner(7:20 arrival)

Homeowner Attendees: Janet Roberson, Anne Young, Rhonda Crawford, Chris McCormack, Dawn Hendrick, Tim Rogers, David Watson, Jesse Schrum, Jedd Sorenson, Heidi Gaines

Kerry McCabe established that a quorum was present.

Introduction of candidates for Board of Directors

- The three candidates for the HOA Board (Rhonda Crawford, Chris McCormack and Tim Rogers) introduced themselves, provided information on their background and reasons for wanting to serve on the Board, and responded to questions from homeowners.

Secretary's Report – presented by Frank Donahoe

- Minutes from the Oct. 13 and Nov 3 Board meetings were reviewed
- Motion to Approve the Secretary's Report and the minutes of the 10/13/16 and 11/03/16 Board meetings
 - Steve Danz
 - Second – Kathy Spitzer
 - Carried unanimously

Treasurer's Report – Presented by Steve Piper

- Financial status as of 11/10/16 (attachment 1)
- There was considerable concern expressed by homeowners about the financial status of the HOA. Several homeowners voiced their opinion that the Board had acted irresponsibly in depleting the reserve fund and in authorizing expenditures that went beyond the reserve fund without notifying or consulting with the general membership.
- The proposed 2017 operating budget was reviewed by the Board. Based on comments from Board members and homeowners at the meeting, the operating budget to be presented at the Nov 29 annual meeting will include additional detail on budgeted amounts for legal fees, architectural fees and common area expenses. The proposed budget includes a 2017 annual assessment of \$117.50, a 5% increase from the 2016 amount of \$111.90.
- The draft 2017 reserve budget was reviewed but cannot be finalized until all legal fees associated with the Manning case are known and the membership has approved a special assessment.
- Motion to approve the 2017 operating budget which includes 2017 annual assessment of \$117.50, a 5% increase from the 2016 amount of \$111.90 with a due date of February 28, 2107.
 - Steve Piper
 - Second – Kathy Spitzer
 - Carried unanimously
- Motion to impose a 10% late fee plus interest at 8% per annum which will accrue as of March 1, 2017 for 2017 assessments not paid by March 31, 2017.
 - Steve Piper
 - Second – Laura Robinson
 - Carried unanimously

President's Report – Presented by Kerry McCabe

- Still awaiting response from Rees-Broome on resolution of the pending litigation
- Motion to Approve President's Report
 - Steve Piper
 - Second – Michael Tanner
 - Carried unanimously

Committee Reports

ARC Report – presented by Steve Danz

- Minutes from the October ARC meeting were reviewed
 - Motion to approve posting to the HOA website the minutes from October ARC meeting
 - Steve Piper
 - Second – Kerry McCabe
 - Carried unanimously

Common Area Report – presented by Michael Tanner

- A large ash tree in the common area has the beginning stages of ash borer disease. A tree expert has inspected the tree and recommends treatment to boost its immunity. Periodic booster treatments (every few years) are also recommended to insure continued immunity

External Affairs

- Agreement with VDOT on where to plow/dump snow in our cul-de-sacs is complete

Land Use – Nothing to report

Motion to approve Committee Reports

- Steve Piper
- Second – Michael Tanner
- Carried unanimously

Old Business

- 2017 Nominating Committee
 - Motion to approve the appointment of Frank Donahoe as chair of the 2017 Nominating Committee and Dave Kolo as member
 - Steve Piper
 - Second – Michael Tanner
 - Carried unanimously
- Suspension of Voting Rights
 - Motion to suspend the voting rights, whether in person or by proxy, of any Member who is in default in the payment of any assessment and interest thereon, levied by the Association.
 - Steve Piper
 - Second – Laura Robinson
 - Carried unanimously
- Community Resiliency Working Group (CRWG).
 - Next meeting will be after Thanksgiving to plan for winter emergencies contingencies

New Business

- Draft update of the ARC Guidelines was presented to the Board (attachments 3, 4 and 5). Board determined that these changes should be reviewed and commented on by homeowners prior to a Board vote.
- Notice of 2017 annual assessment

- Motion to notify all homeowners of the 2017 annual assessment by letter not later than 12/1/16. Letter shall also include a copy of Administrative Resolution 16-01 which specifies late fees and interest on past due assessments.
 - Steve Piper
 - Second – Laura Robinson
 - Carried unanimously
- Professional management company
 - Motion that the Board set up a committee to examine the use of a professional management company to manage the Huntington Forest HOA.
 - Laura Robinson
 - Second- Kathy Spitzer
 - Carried Unanimously
- Open Forum
 - Janet Roberson voiced her concern about: (1) the Board’s interpretation of ARC guidelines, (2) the Board’s autocratic actions particularly concerning depletion of the reserve fund and incurring additional bills without homeowner approval, and (3) dissatisfaction with legal counsel provided by Rees-Broome.
 - Jess Schrum voiced his concern about the lack of membership’s approval of the 2017 operating budget and the lack of a space for write-ins on the ballot for election of Board members. Steve Piper stated that that a write-in line was in our draft of the ballot, but removed by our legal counsel.
 - Steve Danz recommended that the new Board to strongly consider creating an Executive Committee so that knowledge of the ongoing lawsuit would not be lost with the fifth turnover of the Board.

Motion to Adjourn – 10:05 pm

- Steve Piper
- Second – Steve Danz
- Carried Unanimously

Frank Donahoe

Frank Donahoe
Secretary
11/16/16

Huntington Forest Homeowners Association
P.O. Box 10099
Alexandria, VA 22310

November 10, 2016

Treasurer's Report

Officers —

President —
Kerry McCabe
Vice President —
Steve Piper
Secretary —
Frank Donahoe
Vice Secretary —
vacant
Treasurer —
Laura Robinson
Vice Treasurer —
Steve Piper

Architectural
Review Committee

Steve Danz, chair
David Kolo, vice chair

Directors —

Term Ending
November 2016

Steve Danz
Laura Robinson
Michael Tanner

Term Ending
November 2017

Steve Piper
Kathy Spitzer
Grace Washburn

Term Ending
November 2018

Frank Donahoe
David Kolo
Kerry McCabe

Following the discussion at our last Board meeting, and the question as to how to present a budget for 2017, which will of necessity include a Special Assessment, I have split the budget and accounts into two separate accounts: **Operating** and **Reserve**.

This approach allows us show separately the Annual Assessment and the projected Special Assessment.

The Operating budget is our 'regular' income and expense. Extraordinary expenses (such as lawsuits) and income (Special Assessment) should be in the Reserve Funds budget. This week I received the Rees Broome invoice for September & October — \$21,750.50.

On the attached spreadsheet, legal costs are in two places: regular doing business ones of \$5,699.50 are in the Operating Budget. The lawsuit-related charges of \$70,239.95 are in the Reserve Funds Budget, which shows a current deficit of \$55,022.50.

Attached is the proposal for the 2017 Operating and Reserve Funds budgets. Of course, the split between Operating and Reserve for 2016 Year-to-Date is an estimate just now.

At our November 10 Board meeting we need to fix the Annual assessment for 2017, but of course cannot decide at this time on the Special Assessment that will be needed in 2017. A Special Meeting of Members will need to be called in January/February, with 30 days notice, to seek approval of a Special Assessment.

I suggest that we vote on November 10 for a 2017 Annual Assessment of \$117.50 — a 5% increase from the 2016 amount of \$111.90 — with a due date of February 28, 2017. A 10% late fee plus interest at 8% per annum will accrue as of March 1, 2017, for assessments not paid by March 31, 2017.

Notice of the 2017 Annual Assessment of \$117.50 needs to be mailed by December 1. Shall we include in that mailing a copy of Resolution 16-01 regarding the late fee?

Respectfully submitted,

W. Stephen Piper
Vice President and
Vice Treasurer

Huntington Forest Homeowners Association, Inc. 2014, 2015, 2016 & 2017 Operating Budgets

As of 11/10/16

	As of 11/10/16				Expected	
	2014	2015	2016	2016	2016	2017
	Actual	Actual	Budget	Year-to-Date	Year-End	Budget
Income						
HOA Assessment Income	\$12,083.00	\$12,681.83	\$13,315.92	\$13,240.10	\$13,315.92	\$13,982.50
Disclosure Packets @ \$100	\$600.00	\$400.00	\$200.00	\$200.00	\$300.00	\$200.00
Interest Income	\$33.85	\$101.72	\$90.00	\$38.57	\$41.23	\$1.00
Late Fees	\$10.58	\$10.23	\$0.00	\$93.00	\$112.52	\$0.00
Miscellaneous	\$0.00	\$154.48	\$0.00	\$25.18	\$25.18	\$0.00
Total Income	\$12,727.43	\$13,348.26	\$13,605.92	\$13,596.85	\$13,794.85	\$14,183.50
Expenses						
Annual Block Party	\$767.84	\$782.99	\$750.00	\$152.59	\$152.59	\$350.00
Annual Meeting	\$253.85	\$0.00	\$200.00	\$240.25	\$500.00	\$250.00
Burke & Herbert fees	\$0.00	\$8.05	\$30.00	\$1.05	\$1.05	\$0.00
Common Area Maintenance	\$0.00	\$0.00	\$1,000.00	\$0.00	\$500.00	\$1,000.00
CPA Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$20.00	\$20.00	\$200.00	\$20.00	\$40.00	\$200.00
Insurance						
General Liability Insurance	\$1,422.00	\$1,457.00	\$1,400.00	\$1,430.00	\$1,430.00	\$1,460.00
Directors & Officers Liability Insurance	\$1,365.00	\$1,365.00	\$1,500.00	\$1,365.00	\$1,365.00	\$1,400.00
Umbrella Liability Insurance	\$907.00	\$898.00	\$900.00	\$907.00	\$907.00	\$925.00
Meeting expenses other than for Annual Meeting	\$0.00	\$200.00	\$200.00	\$200.00	\$350.00	\$350.00
Post Office Box Rental	\$378.00	\$194.04	\$240.00	\$0.00	\$240.00	\$250.00
Postage, Copies, & Office Supplies	\$736.97	\$577.60	\$300.00	\$435.98	\$500.00	\$500.00
Professional Fees						
Architect	\$0.00	\$202.50	\$1,000.00	\$270.00	\$450.00	\$750.00
Legal	\$7,216.75	\$12,515.50	\$5,000.00	\$5,699.50	\$6,200.00	\$6,000.00
Training for Directors	\$0.00	\$60.00	\$150.00	\$69.00	\$69.00	\$500.00
Quickbooks Online (\$26.95/month)	\$269.50		\$0.00	\$0.00	\$0.00	\$0.00
Virginia Corporate Registration Fee	\$0.00	\$46.00	\$46.00	\$20.00	\$20.00	\$20.00
Virginia Dept of Professional & Occupational Regulation	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
Website (paid through 8/2019)	\$0.00	\$0.00	\$281.62	\$277.65	\$277.65	\$0.00
Welcome Committee (2 X \$20 estimated)	\$60.00	\$50.00	\$40.00	\$0.00	\$0.00	\$40.00
Total Operating Expenses	\$13,486.91	\$18,466.68	\$13,327.62	\$11,178.02	\$13,092.29	\$14,085.00
Balance in Operating Account				\$2,418.83		
Transfer to Reserve (withdrawn, if negative)	-\$759.48	-\$5,118.42	\$278.30		\$702.56	\$98.50

As of 11/10/16

Huntington Forest Homeowners Association, Inc. 2014, 2015, 2016 & 2017 Reserve Budgets

	2014 Actual	2015 Actual	2016 Budget	2016 Year-to-Date	2016 Year-End	PROPOSED 2017 Budget	
Carry Forward	\$22,584.48	\$21,825.00	\$16,706.58	\$16,706.58	\$16,706.58	-\$62,590.86	
Year-end Addition from Operating Budget	\$0.00	\$0.00	\$278.30	\$0.00	\$702.56	\$98.50	
Special Assessment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,250.00	\$750 per lot
Year-end Subtraction from Operating Budget	\$759.48	\$5,118.42		\$1,489.13	\$0.00	\$0.00	IF approved by
Extra-Ordinary Legal Expenses	\$0.00	\$0.00		\$70,239.95	\$80,000.00	\$12,000.00	Members
Year-End	\$21,825.00	\$16,706.58	\$16,984.88	-\$55,022.50	-\$62,590.86	\$14,757.64	

NOTE: It is generally recommended that HOAs such as ours have about \$25,000 in reserve.

Huntington Forest Architectural Control Guidelines and Procedures

I. Introduction

The guidelines and procedures contained in this document were developed to reflect the requirements of the Restrictive Covenants of the Huntington Forest Homeowners Association in regard to exterior alterations, additions and improvements to the proper maintenance of common areas and homeowner lots. The following definitions should be useful to homeowners in understanding the need to these guidelines and procedures.

- Planned Unit Development
Huntington Forest is what is known as a planned unit development (PUD). Within a PUD there are individually owned lots and homeowners association owned common areas. Both types of property are bound together by a declaration of covenants, conditions and restrictions.
- Homeowners Association
The Huntington Forest Homeowners Association was created by the Declaration and is governed by it and the Articles of Incorporation and the By-Laws. The Association is a mandatory membership organization that each homeowner belongs to as a condition of ownership.
- Restrictive Covenants
The Restrictive Covenants, which are contained in the Declaration, are basically a contractual agreement to take or refrain from taking certain actions within the community. The Restrictive Covenants "run with the land" and are passed on to an individual homeowner by the deed.
- Guidelines and Procedures
While the Restrictive Covenants tend to be broad, general statements, the Guidelines and Procedures serve to clarify the vagueness and indefiniteness of the Restrictive Covenants. They address specific problems and are the basis for design review, within the community.
- Design Review
The purpose of design review is to establish and preserve a harmonious design in the New England Colonial architecture style for the community and to protect the value of property within the community. An essential element of successful design review is the recognition by all members of the community that it is a benefit and not a burden.
- Legal Basis of Design Review
The legal basis of design review in Huntington Forest is found in the following legal documents of the Huntington Forest Homeowner Association, Inc.:
 - Articles of Incorporation
 - By-Laws
 - Declaration of Covenants, Conditions and Restrictions

Article IX of the By-Laws, for instance, mandates the Homeowners Association authority to appoint an Architectural Control Review Committee (ACCARC). Article VII of the Declaration of Covenants, Conditions and Restrictions provides that "no structure or addition to be a structure shall be erected, placed, altered or externally improved on any lot until the plan and specification, including elevation, material, color and texture and a site plan showing location of the improvement with grading modifications shall be filed with and approved in writing by the Architectural ReviewControl Committee." A structure is defined to include "any building or portion thereof, fence, pavement, driveway or appurtenances to any of the aforementioned."

For your convenience, excerpts from these documents pertaining to design review and the authority of the Association and the Board of directors to endorse architectural control of homeowner lots and common areas are contained in Appendix C of this document.

II. Objectives of Guidelines and Procedures

The guidelines are established for the ACCARC and the Board to use in completing the design review process. The guidelines are not intended to be all inclusive.

Specific procedures are established to facilitate design review and approval of exterior alterations, additions and improvements for which homeowners most commonly submit request applications to the ACCARC and to enforce the guidelines and other provisions of the By-Laws and Restrictive Covenants.

The specific objectives of this document are:

1. To provide uniform guidelines and procedures criteria to be used by the ACCARC in reviewing request applications in light of the standards set forth in the By-Laws and the Declaration of Covenants, Conditions and Restrictions of the Huntington Forest Homeowners Association, Inc. for exterior modifications.
2. To assist homeowners Owners/Residents in preparing an acceptable request complete applications to the ACCARC.
3. To increase homeowners Owners/Residents awareness and understanding of the Restrictive Covenants. Architectural Control Guidelines and Procedures supporting the Declaration of CVovenants, Conditions and Restrictions for Huntington Forest.
4. To maintain and improve the quality of the living environment in Huntington Forest. To describe the organization and procedures involved in the process of review, approval and appeal of applications for exterior modifications.
5. To illustrate basic design principles which will aid homeowners Owners in planning exterior alterations, additions and improvements that are in harmony with the immediate neighborhood and the community as a whole.

III. Request Modification Application Procedure

Each application for exterior change or improvement is reviewed on an individual basis. There are no "automatic" approvals. To conform to the rules, each proposalsome modifications that may be made without an application. These and these guidelines will state those expectations at explicitly.. If the guidelines are silent on a particular exterior modification and application ARC approval is requiredthat, All modifications must be completed as approved; a proposed exterior modification must be specifically approved by the ACCARC even though if the improvement modification conforms to these guidelines. and procedures unless specifically exempted in the guidelines. Changes or improvements must be completed as approved; any significant deviation will be considered a violation. The ACCARC will consider only written requests as hereinafter outlinedand shall provide written decisions. Oral requests will not be considered and no member of the Board or ARC has the authority to provide an oral approval or denial of an application. A sample "Request Applicationfor Modification" form can be found in Appendix A. The application form may be obtained from any member of the ACCARC or any member of the Huntington Forest Homeowners Association Board of Directors.

In filling out the application, be certain to include, in addition to the application form, the followingThe application must be filled out completely and the following information must also be provided:

- A site plan showing the location of the change or improvement in relation to the location of your house and property lines. Include dimensions of new structures and set back distances from house and property lines (a copy of your property plot that you should have received at settlement is a good basis for your site plan).
- Drawings or sketches showing top, side and frontal views of structures, including all basic dimensions.
- Manufacturer's literature or photographs, when available, and appropriate description of the change or improvement, including the materials proposed, the color, and all relevant dimensions.
- The ARC reserves the right to request additional information as necessary to assist the ARC in considering the application.

The section of the application requesting the signature, date of signing and address of neighbors on adjoining lots and where appropriate, across the street, is only an acknowledgement that the proposed changes or improvements were reviewed. Any objection by a neighborA neighbor may formally object to the proposed changes or improvements and shall be reported directly to the ACCARC within one (1) week after signing the application. Any objections will be considered during the review process. The ACCARC, however, must make its decisions based on the standards set forth in the Restrictive Covenants and further described in this document. An application not bearing the neighbors' signatures may delay the approval processshall not be considered by the ARC until those signatures are obtained. THE 60-DAY PERIOD FOR APPROVAL AS SSET FORTH IN ARTICLE VII, SECTION 15 OF THE DECLARATION SHALL NOT START TO RUN UNTIL THE ARC RECEIVES ALL INFORMATION REQUESTED FROM THE APPLICANT. Any request from the ARC for additional information shall be deemed a denial of the application as submitted and the new information/documentation submitted shall operate, together with the information already submitted with the application as a new application.

Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include a proposed maximum time period from start to completion of the proposed work. If the proposed time period is considered unreasonable, the ACCARC may not approve the application or may approve it conditioned upon the work being completed within a specific timeframe.

NOTE: It is the homeowner's responsibility to obtain any State or county permits when required. No If The ARC may require proof of a permit, although it does not need to be submitted with an application, but permit approval does not preclude the need for ACC approval and vice versa. If a locality grants a permit, that does not mean the ARC shall approve the proposed modification and approval by the ARC does not relieve the applicant from obtaining any necessary permits.

IV. The ACCARC Review and Appeal Process

- (a) Applicants are to mail, email, or hand deliver to a member of the ARC the Chair or Vice Chair of the ARC their applications. Owners have the obligation to follow up with the ARC to confirm receipt of the application. No applications will be accepted by members of the ARC or Board of Directors. The homeowner submits a written application to a member of the ACC.
- (b) The ACCARC will answer a request in writing as promptly as possible but has the right to take up to 60 days. Accordingly, applicants tions may not schedule contractors to start work until the application is approved. (usually within 2 weeks of receiving the application). If the ACCARC fails to reply to the applicant within 60 days after receiving the aa complete application, the request is considered to have been approved.

- (c) If a proposal is rejected/denied, the homeowner has the following courses of action at his or her disposal:
- a. The applicant may submit in writing new or additional information to the ACCARC which might clarify the request and/or demonstrate its acceptability. The homeowner will be notified of a decision by the ACCARC in writing within 7 days of receiving the new or additional information.
- and/or
- b. The applicant may appeal the ACCARC decision to the Board of Directors. The appeal can be written or oral. A simple majority vote of the board shall decide any appeal. The homeowner will be notified of a decision by the Board in writing within 30 days of receiving the written submittal or oral presentation.

V. Enforcement of Covenants and ACCARC Guidelines

1. Procedures for Violations

a. Violation Reported (Where ACC Design Review is Required)

The enforcement procedures that are outlined below apply to three major categories:

- i. Request application approved by ACC, but not executed in accordance with the approved application.
- ii. Exterior change made by the homeowner after disapproval by the ACC.

No request application made to the ACC for exterior alteration, addition or improvement. A potential violation may be identified by the ACCARC, the Board of Directors, or any homeowner or resident of Huntington Forest. If an homeowner or resident wishes to report a potential violation, he or she may do so with complete anonymity. Violations shall may be reported to the Association either in writing, by telephone or in person to any ACCARC or Board member.

After a potential violation is reported, the ACCARC shall check/inspect the property to see determine if there is a violation. and determine whether an application for changes to the property in question has been made (See Figure 1 – not available in .pdf downloaded version – for a hard copy that includes this figure, please contact the Chair of the ACC).

Application Approved

If an approved application is on file, and the ACCARC shall visit the property and determine whether confirms that it has been executed in accordance with the approved modification was done in accordance with the application, no additional action shall be taken.

If the change or improvement has been properly executed, the case is closed.

If the change or improvement/modification does not conform with the approved application, the resident owner will be notified in writing by the ACCARC to correct the deficiency or submit an amended/modification so that it conforms with the approved application. The amended If a new application is submitted, it shall be processed by the ACCARC under normal procedures. (See "The ACC Review and Appeal Process"). If the amended application is approved, the case is closed.

Application Disapproved

If the application is disapproved, the homeowner is notified in writing to correct the violation or meet with the ACC to determine what modifications must be made to receive ACC approval. The ACC will make every effort to work with the homeowner to reach a reasonable solution. If the ARC determines that the modification was made without the prior approval of the ARC (i.e. an application was denied or no application was submitted), the owner will be notified in writing to remove the modification. The letter may also authorize the owner to submit an application for the modification as constructed. The letter shall give the owner a due date to remove the modification and/or submit an application. If an application is received, it shall be processed under normal procedures. If no application is received and the modification remains on the property, the ARC shall report the violation to the Board who shall review the matter for further action to compel the owner to comply.

1. No Application

When a change or improvement is made without submitting an application, the ACC shall notify the homeowner in writing of the violation and request that an application be submitted. After notification, the same process as noted above shall be followed.

b. Violation Reported (Where ACC Design Review is Not Required)

These procedures apply to those provisions in the By-Laws and Restrictive Covenants, as further defined in the guidelines, where design review and prior approval by the ACC are not required.

A potential violation may be identified by the ACC, the Board of Directors or any homeowner of Huntington Forest. If a homeowner wishes to report a potential violation, he or she may do so with complete anonymity. Violations should be reported to the Association either in writing, by telephone or in person to any ACC or Board member.

After a potential violation is reported, the ACC shall check to see if it is a violation and determine the appropriate corrective action. The ACC will make every effort to work with the homeowner to work out a reasonable solution.

c. Appeals

All actions of the ACC may be Appealed to the Board of Directors as described in Section IV (The ACC Review and Appeal Process).

d. Legal Action

If the homeowner continues to refuse to cooperate, the Association may initiate legal action by the authority of the Board of Directors, based on the advice of the ACC and legal counsel.

2. Periodic Annual Inspection by ACCARC

a. Periodically/Annually, members of the ACCARC or Board shall conduct an architectural control walk through/inspection of the community from the sidewalk to check for compliance with the Restrictive Covenants and the Architectural Control Association's Governing Documents, including these Guidelines and Procedures.

b. After completion of the walk through process, any homeowners shall receive written notice of with potential violations will be notified in writing by the ACC in their properties.

- c. The potential violations will be handled in accordance with item 1 (Procedures) of this section.

3. **Variances**

The ACCARC may authorize variances from compliance with any of the architectural control guidelines, including restrictions upon height, size, placement of structures or similar restrictions these Guidelines as the ARC members deem appropriate by a vote of 75% of the members of the ARC. The ARC shall consider when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental considerations in reviewing requests for variances may require it.. Requests for variances must be justified in writing as part of therequested with an application. If the ARC grants a variance, the ARCH shall document the factors that support granting of the variance, which shall be kept together with the approved application in the Associations' files..

In addition, if such variances are granted, no violation of the Restrictive Covenants or the Architectural Control Guidelines shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of such a variance the ARC grants a variance, that shall not operate to waive any of the terms and provisions of the Restrictive Covenants or Architectural Control Guidelines Governing Documents for any purpose except as to the particular property and particular provision hereof covered by the variance, nor shall it affect in any way the homeowner's obligation to comply with all government laws and regulations affecting the homeowner's use of the property, including permits for the modification. Granting of a variance for one applicant does not guarantee that the variance shall be granted for other applicants.

VI. Guidelines

NOTE: Some of the guidelines do not require design review and prior approval by the ACCARC and are so identified in the guidelines. All other guidelines **REQUIRE** design review and written approval by the ACCARC **PRIOR** to commencing work.

1 **Guideline 1 – FENCES**

- 1.1 Fencing shall must be compatible with fences of adjacent houses.
- 1.2 Fences shall be restricted to rear and side yards. A fence shall not extend beyond the front building line of your the house or the front of your the adjacent neighbor's house, whichever is set back the furthest from the street.
- 1.3 Fences shall be constructed of approved materials and shall not exceed seven (6 7) feet in height. See Sec. 10.23 for description of approved materials. Chain link fences are not permitted. All styles of wood fences are generally acceptable, except the stockade style. Stockade will only be considered for property bordering on another subdivision or when it is not conspicuous from other Huntington Forest properties or the roads within Huntington Forest.
- 1.4 The unfinished side of a fence that is only finished on one side shall not be exposed to any street, sidewalk, common area or neighboring lot. The unfinished side shall be considered to be the side that has exposed structural members such as in a picket fence where the vertical slats are only attached to one side of the structural members.
- 1.5 The surface of all fences shall be maintained in their natural (unfinished) state, stained in earth tones or painted white. The application must include the color of the stain as applicable.

2 Guideline 2 – ANTENNAS

- 2.1** Traditional T-shaped television and radio antennas are not permitted on the exterior of a dwelling.
- 2.2** Circular dish antennas 24 inches in diameter or smaller will generally be permitted, and, to the extent possible, should be placed in an inconspicuous location.
- 2.3** All other types of antennas (C.B., HAM radio, etc.) will be considered on a case-by-case basis by the ACCARC.
- 2.4** Freestanding elevated antenna structures (towers, poles, trees, etc.) and elevated antenna wire detached from the house are not permitted.

3 Guideline 3 - DECKS

The definition of a deck shall be consistent with that of the County of Fairfax, Virginia, and shall include any patio, balcony, terrace, gallery, veranda, piazza, porch, portico or similar projection from an outer wall of a house. A deck shall also include any associated stairs.

- 3.1** Decks are an extension of the house and thus have significant impact on its appearance. Decks may also affect the privacy of adjacent properties. These two factors are weighed heavily in the review of an application.
- 3.2** Decks are primarily to be located in the rear yard, excluding original developer construction.
- 3.3** Modifications to existing decks shall provide compatibility in detailing such as materials, color, and the design of railings and trim. All of this information must be submitted with the application.
- 3.4** Elevated decks shall be constructed of pressure treated, decay-resistant wood, or synthetic simulated wood and must be architecturally compatible with the size, location, and color of the house.
- 3.5** Ground level decks shall be constructed of pressure treated wood, synthetic simulated wood, brick, stone, and/or concrete.
- 3.6** No deck shall be used for storage of other than normal outdoor furniture and barbecue equipment. Freezers, refrigerators, or other such large, unsightly items are prohibited.
- 3.7** County permits must be obtained for construction of decks and additions. The permit does not need to be submitted with the original application.

4 Guideline 4 – Storage Sheds

- 4.1** While sheds must provide sufficient volume for their intended use, they must be of a size which is appropriate for the size of the property and be architecturally compatible with the applicant's house and adjacent houses. These factors are weighed heavily in the review of an application. The guidelines in this section do not pertain to movable storage units such as ®PODS®. See which are addressed in Section 10.17b.
- 4.2** Sheds should generally be located in rear yards. Side yard locations will be considered, but front yard locations are prohibited. A plat should be included with the application showing the location of the shed and the distance between it and all structures already on the lot and the lot lines.
- 4.3** Sheds should generally abut or be attached to the house. Other locations will be considered on a case-by-case basis.

- 4.4 Sheds that abut or are attached to the house shall be constructed of the same materials and color as the house. These materials and colors must be reflected on the application.
- 4.5 Metal pre-fabricated storage sheds are prohibited.
- 4.6 County permits may need to be obtained to place a shed on your property. The permit does not need to be submitted with the original application,

5 Guideline 5 – STORM AND SCREEN WINDOWS AND DOORS

- 5.1 Rising energy costs have encouraged homeowners to take measures to conserve energy through installation of storm and screen windows and doors. While these measures are generally acceptable, the doors and windows must be compatible with the general architectural design and colors of the house and the community.
- 5.2 If insulating sheets are to be used on windows and/or sliding glass doors, they must be clear or tinted plastic materials. No reflective materials shall be used to create a mirror effect. The plastic must be put on the inside of the windows and/or doors.
- 5.3 No prior approval is necessary provided the replacement windows or doors are of like size and configuration. If replacement windows or doors are different in size, color, style, or location, approval must be obtained. Prior approval is required for ALL window replacements. All replacement windows must have muntins/mullions/grids. Owners must also obtain approval for the addition of storm and screen doors.

6 Guideline 6 – SOLAR COLLECTORS

- 6.1 Solar collectors will be considered on a case-by-case basis by the ACCARC, provided they are attached below the roof ridgeline of the house and are not conspicuous from the street in front of the house.
- 6.2 Piping, wiring and control devices must be concealed or designed in an unobtrusive manner.
- 6.3 Certain solar collector installations may produce objectionable reflective glare toward neighboring houses. This potential will be an important consideration in reviewing an application and information regarding the direction of that glare and possible impact on adjoining neighbors must be provided. If there is a neighbor that may be impacted by the glare, that neighbor is required to sign the application, regardless of the location of the affected neighbor's lot. The ARC would prefer that this information be provided by the contractor anticipated to be used by the applicant to install the solar collectors.

7 Guideline 7 – RECREATION AND PLAY EQUIPMENT

- 7.1 Children's temporary play equipment such as, including sandboxes, temporary wading pools having a depth less than 24 inches, and tents less than six (6) feet tall shall not require prior approval of the ACCARC provided such equipment is not more than 6 feet high and is in good repair (including painting) and is stored or covered when not in use. All play Equipment equipment higher taller than six (6) feet shall require prior approval, even if the equipment is temporary. **NOTE:** Swimming pools deeper than 24 inches are discussed under Guideline 8 - Swimming Pools, Hot Tubs and Spas.
- 7.2 All swing sets and playhouses shall require must be approved by the ARC. The application should include a plat showing the approval as to proposed location and proximity to other structures/lot

lines. The dimensions, material, and color of the equipment must also be included in the application. and size.

- 7.3 Children's play equipment shall generally be located only in rear yards, but side yards will be considered on a case-by case basis.
- 7.4 Equipment constructed of wood shall be pressure treated or decay-resistant. The wood shall be stained or painted to match the fence, if any, on the lot.
- 7.5 A basketball backboard may be located in the front of the house. If it is attached to the house or garage, the support structure for the backboard shall be painted to blend with the surface of the house. Freestanding backboard structures shall not be located more than one half the distance from the house to the street. Portable backboards should be stored when not in use.

8 Guideline 8 – SWIMMING POOLS, HOT TUBS AND SPAS

- 8.1 No above ground swimming pools (permanent or portable) are permitted except for children's temporary wading pools no taller than 24 inches. (see Guideline 7 -Recreation and Play Equipment).
- 8.2 Only permanently installed in-ground swimming pools will be considered for approval. Careful consideration will be given to the potential effect on neighboring property.
- 8.3 Hot tubs and spas will be considered for approval, if they are 9 feet or less in diameter and have a lockable cover or lockable safety fence and in accordance with county code. of at least 4 feet in height around it and any mechanical equipment. The fence must comply with Guideline 1 - Fences.
- 8.4 All in-ground swimming pools and any mechanical equipment must be protected by a lockable safety fence and in accordance with county codes of at least 4 feet in height that complies with Guideline 1 - Fences. The proposed fence must be submitted with the pool application and should include the items listed in Guideline 1- Fences.
- 8.5 All in-ground swimming pools, hot tubs, and spas must be located in rear yards and may not be visible from the street in front of the house. If the lot is situated in a manner that the back yard is visible from a street, the application must include proposed screening to reduce the view of the pool, hot tub, or spa from that street.
- 8.6 The aesthetic value of any hot tub, spa or swimming pool structure will also be taken into consideration in the review process. The footprint of the pool, materials, colors, and location of all ladders or access points must be reflected on the application.

9 Guideline 9 – MAJOR EXTERIOR ALTERATIONS

- 9.1 Major exterior building alterations are generally considered to be those which substantially alter the existing structure by subtraction and/or addition. These major alterations include, but are not limited to, construction of or alteration to driveways, garages, additional rooms, and greenhouses.
- 9.2 Any proposed major alteration must be compatible in scale, materials, and color with the applicant's existing house, be in keeping with the existing lot size and may not exceed a dwelling height of 2 1/2 stories.
- 9.3 The location of a proposed alteration shall not impair the views, or amount of sunlight and natural ventilation on adjacent properties.

- 9.4** Windows and doors in any new construction shall match the type in the applicant's existing house and shall be located in a manner which will relate well with the location of existing exterior openings in the house.
- 9.5** If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated in the proposal application.
- 9.6** Construction materials shall be stored so that safety problems are minimized. Excess material and debris shall be immediately removed after the completion of construction.
- 9.7** Roof configuration and ridgelines of any alterations shall relate to those of the applicant's existing house.
- 9.79.8** The ARC may request that the applicant meet with the ARC to review the application to ensure that the ARC has all the information needed to consider the application. Failure of an applicant to meet with the ARC upon request may result in the denial of the application.

9.89.9 Garages

- 9.8.19.9.1** All garages must be attached to the house and not be designed for more than two (2) cars.
- 9.8.29.9.2** Garage doors can be constructed of either wood or coated steel and must match the originally installed style (a plain four-over-four panel door with raised dividers between panels and without any glass or visible hinges).
- 9.8.39.9.3** Garage door color is to be white or match either the approved existing trim color of the house or the trim color of an approved new color scheme for the house.
- 9.8.49.9.4** Replacement or installation of a garage door that does not match the plain four-over-four panel door with raised dividers between the panels and without any glass or visible hinges style that was originally installed on the house is prohibited absent prior consent of the ACCARC.
- 9.8.59.9.5** The ACC may approve the installation of garage doors that differ from the plain four over four panel door with raised dividers between the panels and without any glass or visible hinges that was originally installed on the house only in the following three situations:
 - 9.8.5.19.9.5.1** Installation of a door previously authorized by the Board of Directors for consideration by the ARC for approval on any home (see Appendix D).
 - 9.8.5.29.9.5.2** In conjunction with a complete structural renovation of the exterior of the house (as opposed to residing).
 - 9.8.5.39.9.5.3** Following a property having previously undergone a complete structural renovation of the exterior of the house (as opposed to residing).

Situations (2) and (3) above require the homeowner to obtain architectural drawings, county permits, and all other ACC approvals consistent with sections 9.2 and 9.9 and any applicable unanimous approval requirements of Appendix A.

- 9.8.69.9.6** Externally visible garage hardware shall match the color of the garage door and shall be limited to:
 - 9.8.6.19.9.6.1** One handle of maximum dimensions: 7" major, 5" minor, 2" depth
 - 9.8.6.29.9.6.2** One latch of maximum dimensions: 5" major, 3" minor, 2" depth
 - 9.8.6.39.9.6.3** Corrosion-resistant fasteners of flush-headed design without protrusion above the door's surface
- 9.8.79.9.7** Windowed garage doors approved for installation by the ACC shall be bound by the following additional requirements:

9.8.7.19.9.7.1 Glass shall be entirely clear (no tinting, frosting, etching, reflecting, grilling, etc.)

9.8.7.29.9.7.2 No curtains or window coverings are permitted

9.8.7.39.9.7.3 Any broken, cracked or chipped glass must be replaced within 15 days.

9.99.10 Additional Rooms/Exterior Additions

Advanced Prior approval is required for all major exterior additions (such as additional rooms, decks, and porches) that require whether or not building permits are required as per Fairfax County regulations and/or ordinances.

9.109.11 Driveways

9.10.19.11.1 Driveways may be replaced only with constructed of concrete or concrete with aggregate rock. Brick borders are permissible. Blacktop or pavers may not be used are prohibited. Prior approval must be obtained for the replacement, widening, or installation of a driveway.

9.10.29.11.2 Repairs shall must be made with a concrete sealer.

9.10.39.11.3 Widening of driveways to accommodate a second parked vehicle shall only be considered only for homes with single vehicle garages.

9.10.49.11.4 The added width of a driveway shall not exceed the minimum clearance necessary to allow vehicle access to the garage while another vehicle is parked on the widened driveway. In addition, the applicant must confirm that the driveway complies with setback requirements, if any, under Fairfax County ordinances.

9.10.59.11.5 In no case shall The the width of the access apron at the curb shall not be increased.

9.10.69.11.6 Widening of driveways shall be between the side of the existing driveway and the adjacent property line and shall not extend in length beyond the front of the garage. No driveway or turn around loop shall be constructed is permitted in front of a house.

9.10.79.11.7 Minor widening along the neck (narrowing) section of driveways to improve entering and exiting will be considered on a case-by-case basis for all homes.

9.119.12 Greenhouses

9.11.19.12.1 Greenhouses shall must be located in the rear yard of the lot and should either abut or be attached to the house.

9.11.29.12.2 Greenhouses shall maintain a continuity of building lines, materials, etc., with the existing house. All of these details, including the dimensions, color, and material must be included with the application.

9.11.39.12.3 Greenhouse windows shall only be approved for use on the side and rear of the greenhouse. The location of the windows should be clearly identified on the application.

10 Guideline 10 – MISCELLANEOUS ITEMS

10.1 Air Conditioners

Window air conditioning units are permitted in side and rear windows between April 1 and October/September 310. No prior approval is necessary if these conditions are met.

10.2 Attic Ventilator Fans

Attic ventilator fans shall only be installed on the rear roof and shall be below the roof ridge line. They are not to be visible from the street in front of the house. No prior approval is necessary if these conditions are met.

10.3 Chimneys and Metal Flues

10.3.1 Owners must obtain prior approval for construction of chimneys. Only masonry and wood frame enclosed chimneys may be installed. No new construction of exposed metal flues are permitted.

10.3.2 The chimney must be compatible in design, location, material and color with the existing house. All of this information must be provided in the application.

10.4 Clotheslines

10.4.1 Collapsible and removable clotheslines are permitted. Permanent clotheslines will not be approved are prohibited.

10.4.2 Clotheslines must be in the rear yard and not visible from the street in front of the house.

10.4.3 Clotheslines must be removed after each use.

10.4.4 No prior approval is necessary required, provided all of the above conditions are met.

10.5 Dog Houses and Runs

10.5.1 Dog houses and runs should must be located in the rear yard. T and they should be situated located so as not to be an inconvenience or nuisance to neighbors. The application must include a plat showing the specific location of the dog house or run and the distance to the adjoining neighbor's lot lines.

10.5.2 Dog houses shall be compatible with the applicant's house or fence in color or natural (unfinished) wood.

10.5.3 It is recommended that the fencing material for a dog run be pressure treated or decay-resistant wood, but other materials will be considered, if it is not visible from any location outside of the property.

10.5.4 Approval will be contingent upon the homeowner's commitment to keep the doghouse and/or run area clean and well maintained.

10.6 Exterior Lighting

10.6.1 No exterior lighting shall be directed outside the homeowner's property.

10.62 LiProposed lighting fixtures must be compatible in style and scale with the applicant's house and must be house.

10.62 must be compatible with the general architectural design, style, scale and colors of the house and the community.

10.63 All lighting must comply with county codes

10.64 No prior approval is necessary
No pPrior approval is necessary.

10.6310.65 Exterior Painting

Exterior paint colors shall be coordinated and compatible with other houses in the neighborhood.

10.65.1 No prior approval is necessary when repainting with original paint colors of the house. Prior approval is required for all exterior paint jobs.

10.6410.66 Flagpoles

Prior approval is required for flagpoles. A permanent fFlagpoles shall be of a height, color and location which is appropriate for the size of the property and must be installed and maintained in a vertical position.

10.6510.67 House Numbers

10.65.110.67.1 House numbers shall be legible, but should be of a size that is appropriate for the applicant's house and a style that is appropriate for the community.

10.65.210.67.2 No prior approval is necessary.

10.6610.68 Mailboxes

10.66.110.68.1 Mailboxes shall be straightforward in design, appropriate to the community and mounted on a post of approved material (see Sec. 10.23).

10.66.210.68.2 No prior approval is necessary. Prior approval is required.

10.6710.69 Retaining Walls

10.67.110.69.1 All Retaining retaining walls over 2 feet in height shall require approval must be approved. and shall All retaining walls must be constructed of pressure treated or decay resistant wood, stone or brick. Cinderblocks are not permitted prohibited.

10.69.2 Walls must be designed to avoid adversely affecting drainage patterns on the applicant's and neighboring properties.

10.67.210.69.3 Retaining walls must be in accordance with county code. The ARC may require the applicant to obtain the opinion of a landscape architect or other similarly qualified professional regarding how the proposed wall will affect drainage.

10.6810.70 Shutters

Shutters shall be compatible with the style of the house and the color shall be compatible with the other exterior colors of the house. No prior approval is necessary. Prior approval is required for all changes to shutters.

10.6910.71 Awnings

Awnings require prior approval. Awnings shall must be compatible with the style of the house and the color shall be compatible with the other exterior colors of the house. The application must include the material, dimensions, location and whether the awnings are retractable or permanently "open".

10.7010.72 Signs

No sign of any kind shall be displayed to the public view on any property except The following signs may be displayed on a lot without requiring prior approval if the sign meets the following requirements:

10.70.110.72.1 One professional sign of not more than 1 square foot.

10.70.210.72.2 One for sale or rent sign of not more than 5 square feet. The sign must be removed within five (5) days of the property being rented or after settlement, if sold.

10.70.310.72.3 One garage or yard sale sign of not more than 5 square feet. The sign may be placed in the yard no more than 48 hours in advance of the sale and it must be removed at the conclusion of the sale.

10.70.410.72.4 Window stickers not larger than one pane of glass 8 inches by 8 inches.

10.70.510.72.5 No prior approval is necessary other signs are permitted.

10.7110.73 Landscaping and Vegetable Gardens

10.71.110.73.1 Landscaping work and planting vegetable gardens in general do not require prior approval.

10.71.210.73.2 Trees, hedges and shrubs shall not restrict sight lines for vehicular traffic and, in general, shall be appropriately trimmed and shall not encroach on or over sidewalks. Dead, or substantially dead, trees, hedges or shrubs shall be removed promptly.

10.71.310.73.3 Vegetable gardens shall must be located in rear or side yards and must be properly maintained during and after the growing season.

10.7210.74 Trash and Garbage

10.72.110.74.1 Trash, garbage and other waste receptacles shall not be visible from the front of a house except on days of collection. No trash, garbage or other waste shall normally be placed at the curb prior to 6:00 pm the evening before a collection day and must be returned to the storage location by 8:00 pm on the day of collection.

10.72.210.74.2 Trash, garbage, other waste and recyclables shall, to the extent practicable, be placed in containers provided by Fairfax County.

10.72.310.74.3 No property shall be used or maintained as a dumping ground for trash, garbage or other kinds of rubbish or waste.

10.72.410.74.4 **NOTE:** Fairfax County "Refuse Collection Rules and Regulations" hold each homeowner responsible for the proper condition of refuse until the time of collection.

10.7310.75 Temporary Structures

10.73.110.75.1 No structure of a temporary character, trailer, tent, shack, garage, barn or other outbuilding shall be used on any lot at any time as a residence either temporarily or permanently.

10.75.2 Storage Units and Dumpsters - Movable storage units (such as PODS®) and dumpsters may be on an homeowner's site lot for no more than up to 60 30 days without prior approval. Owners must obtain approval if the unit will be on the property longer than 30 days. The movable storage unit or dumpster must be sited placed on the homeowner's driveway. The dumpster is preferred to be placed on the driveway; however, if sited on the public street, it must not obstruct mailboxes, driveways or vehicle traffic. Dumpsters may not be on the street for more than 60 days.

10.73.210.75.3 Statues and Figurines – Statues and figurines must be less than three feet tall. The ARC will consider the type and placement of the statue or figurine. Prior approval is required.

10.7410.76 Animals

No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that two dogs, two cats or other household pets may be kept provided they are not kept, bred or maintained for commercial purposes. No prior approval is necessary.

NOTE: The owner/resident must comply with all requirements of the Virginia Code and Fairfax County Code requires that "dogs must be restrained by a dependable leash and controlled by a responsible person when off the property of the owner." It is further against the law to allow animals to trespass on or damage another person's property or to continually make loud and objectionable noises.regarding household pets, including the "leash law" and the requirement to pick up feces.

10.7510.77 Yards

All yards and lots in general shall be maintained in a neat and attractive manner so as not to detract from the appearance of the community. There shall be no bare spots or areas.

10.7610.78 Vehicles

10.76.110.78.1 No junk vehicles, recreational vehicles, house trailers, or commercial, or industrial vehicles such as, but not limited to, moving vans, trucks, tractors, trailers, vans, wreckers, satellite vehicles, hearses, or buses shall be regularly or habitually parked within the boundaries of the subdivision.

10.76.210.78.2 No storage of boats, boating equipment, travel trailers, camping equipment or recreational vehicles shall be visible from the street.

10.76.310.78.3 No vehicles shall be parked on sidewalks, grass areas of the community, or on the homeowner's lawn.

10.7710.79 Firewood

10.77.110.79.1 Firewood shall be stored in neatly stacked piles that are kept off the ground to prevent rodent and insect infestation.

10.77.210.79.2 The firewood piles shall not be unsightly when, viewed from the street or adjacent properties.

10.77.310.79.3 No prior approval is necessary provided the above requirements are met.

10.7810.80 Walkways

Construction of a walkway on a lot requires prior approval. Walkways may not be constructed of asphalt. No asphalt surfaces shall be approved for walkways. Other surfaces materials such as concrete, slate, wood, and stone must be approved will be considered on a case-by-case basis. Additionally, a re-designation of shape and/or position of walkways must also be approved on a case-by-case basis. Modification of an existing walkway in any way (i.e. shape or materials) also requires prior approval.

10.7910.81 Approved Materials for Fences, Porches, Railings, Patios, Decks, and Mailbox Posts

The only materials that will be approved materials for constructing fences, porches, railings, decks, and mailbox posts include:

10.79.110.81.1 Pressure/preservative-treated wood.

10.79.210.81.2 Naturally decay-resistant wood (such as cedar or redwood)

10.79.310.81.3 White or wood-colored vinyl (excludes fences)

10.79.410.81.4 Wood-plastic composite (such as ®Trex®.)

10.79.510.81.5 Fiberglass

10.81.6 In addition, white or wood colored vinyl may be used for porches, railings, decks, and mailbox posts. Any changes or modifications to existing color must be submitted for approval. The ARC may require that Wood wood or wood composite replacement porch railings must be painted with a reasonable timeframe certain period of time after being installed.

10.79.610.81.7 Prior approval must be obtained before work begins.

10.8010.82 Porches

Prior approval must be obtained before Paving paving the concrete front porch or stairs with slate, brick, tile, or stone must be approved.

10.8110.83 Siding

Re-siding of a home must utilize appropriate materials and colors. Prior approval must be obtained before replacing or modifying siding. Types of materials that will be Approved approved materials include wood, aluminum, vinyl, and Hardiplank® or similar material. Other materials will also be considered. Changes to siding material must be consistent with the style of the neighborhood and must be approved. Brick or stone trim of the front on the house may be permitted, but must also be submitted for approval. Changes to the color of the siding must be approved.

10.8210.84 Conditions Not Included

Any exterior modification not listed here must be submitted for approval by the ARC. If an owner/resident is unsure if approval is required, an application should be submitted. Any condition or material not included within these guidelines shall become a matter of judgment on

the part of reviewed by the ACCARC and the Board of Directors on a case-by-case basis.

NOTE: Some of the guidelines do not require design review and prior approval by the ACCARC and are so identified in the guidelines. All other guidelines require design review and written approval by the ACCARC prior to commencing work.

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