

Signal Hill Homes Association

Procedures for Review and Approval of Homeowner Requests For Improvements / Modifications / Additions to Their Property

The Board of Directors (BOD) for the Signal Hill Homes Association (SHHA) is responsible for maintaining the Common Areas and enforcing Restrictive Covenants that ensure the continued property values of our homes.

The guidelines below are intended ensure that homeowners understand - so that they may follow - the process to request and compete modifications or additions to their property. The goal is to assist the homeowner and the Architectural Committee Chair (ACC) so that each project is successful, completed on time, and completed within the requested and approved scope. The entire project, from the receipt of the homeowner's submission, to the approval, to project completion and final inspection is to be within six (6) months.

This document will also document – in order to maintain consistency – interpretations and clarifications of the covenants by the Board of Directors.

Note: This document does NOT cover all possible conditions / circumstances / requirements, and is not intended to be permissive. No information or guidelines in this document shall supersede or invalidate any of SHHA's Governing Documents.

WRITTEN request and approval from the BOD is required BEFORE ANY modifications begin.

Failure to obtain written approval for modifications may result in the BOD requiring that the property be restored to its original state at the homeowner's expense.

The time required by the ACC and the BOD to process a request depends on its complexity and the availability of involved members. The approval may be as short as a few days, or may take up to 60 days from receipt by the ACC / BOD.

The Association Declarations, By-Laws, and Restrictive Covenants are available through the community website www.ssha-burke.org under the Governing Documents section, or by contacting the Board of Directors.

Request Submission Process:

1. Before beginning any modifications / additions, the homeowner must submit a completed request form and relevant supporting material to the BOD / ACC (e-mail: acc@shha-burke.org).

The request form can be found on / downloaded from the SHHA website:

<http://shha-burke.org/ARC.shtml>

Depending on the scope of the project, the submission shall include some or all of the following:

- a. Project scope - what is the homeowner requesting to do
 - b. Project time lines - what is the estimated time it will take to complete the project, and when would the homeowner like to begin the project
 - c. Drawings - addition elevations, landscape plans, etc.
 - d. Material samples and / or paint samples
 - e. Permits - an understanding that the BOD requires that all modifications / additions are performed in accordance with Fairfax County law and that permits must be obtained as required.
2. If a request is received by the ACC, it should be sent to the BOD as soon as possible either by mail, or e-mail (info@shha-burke.org)
 3. The BOD will notify the homeowner that the request has been received, and is under review.

Request Review Process:

1. If necessary (based on the scope of work or any questions / concerns the ACC or the BOD have), the assigned ACC or the BOD shall contact the homeowner to set up a meeting at the subject property and review the request.
2. The ACC / BOD shall review the submitted package in order to ensure that all of the required documentation is complete. The homeowner may be asked to provide the following information (or additional detail) - if not provided along with the initial written request:
 - a. Project scope - what is the homeowner requesting to do
 - b. Project time lines - what is the estimated time it will take to complete the project, and when would the homeowner like to begin the project
 - c. Drawings - addition elevations, landscape plans, etc.
 - d. Material samples and / or paint samples
 - e. Permits - an understanding that the BOD requires that all modifications / additions are performed in accordance with Fairfax County law and that permits must be obtained as required
3. The ACC / BOD may take pictures of the "before" which will become part of the documentation package.

Request Approval Process:

1. After the ACC reviews the request, the ACC shall submit all documentation to the SHHA BOD, along with all clarifying statements or recommendations they may have regarding the project.
2. The request and supporting documents will be reviewed / discussed by the members of the BOD. This review may be done outside of regularly scheduled Board Meetings, and may be completed electronically.
3. If the BOD has any additional questions, or needs any additional information, they may work directly with the homeowner and / or through the ACC to get the needed information. Depending on the scope of the information required, communication with the homeowner may be verbal, or written (letter or e-mail).
4. Once all required information has been gathered, the BOD will vote resulting in either approval or disapproval, or approval with modification, of the proposed modifications / additions. This vote may be conducted electronically (phone or e-mail).
5. If the vote is conducted outside of a scheduled Board Meeting the BOD will present a brief summary of the request and the resulting vote at the next meeting of the BOD. The result shall be documented in the Minutes of the Board Meeting.
6. If the request is disapproved, the BOD or the assigned ACC will explain the reason for disapproval to the homeowner, and - if possible - work with the homeowner to modify the package in order to satisfy the BOD requirements.
7. The modified package will be resubmitted to the BOD for re-review and re-vote.
8. Upon final decision the BOD will contact the homeowner to inform them that their request has been approved or disapproved. This notification may be provided verbally, or electronically (e-mail) in order to meet homeowner needs / timelines. The notification will include any stipulations to or modifications required to the originally submitted request.
9. The full request package and any supporting documents will be kept by the BOD or ACC in-case needed for future review.

Project Execution:

1. The BOD or ACC will remain in contact with the homeowner throughout the lifecycle of the project (as required), in order to ensure that the project stays on track, is completed on time and is completed within the scope of the approved request.
2. The homeowner will notify the BOD or the ACC when the project has been completed. It will be the assigned ACC's responsibility to visit the subject property, review the project to ensure it was completed within the scope of the approved written request, and in a workmanlike manner, and notify the BOD of their conclusion.
3. If the project is not completed in a satisfactory manner, or within the scope of the approved written request, the BOD will require the homeowner to bring the project into compliance. The standard Architectural Violation process shall be used to facilitate compliance.

Project Timeline / Completion:

1. The homeowner has six (6) months to complete the project, starting at the time of approval by the BOD – UNLESS the project is being completed in response to a violation notice. In that case, the timeline to complete the work will be as prescribed by the BOD, and noted in the approval notification.
2. If the homeowner requires more than the allotted time to complete their project, they must contact the BOD to explain, and request an extension.
3. If an approved project has not been completed within 6 months of approval, the original approval becomes null and void; the homeowner must resubmit the project to the BOD for review.

Frequently Asked Questions:

What is meant by the term Architectural Control?

Architectural Control is the power of the Homeowners Association to govern the exterior appearance of all properties in the community.

Where does this authority come from?

This authority comes from the Declaration of Covenants, Conditions and Restrictions for the Association, which is a legal document recorded with the Clerk & Recorder prior to any home being purchased.

Do I have a choice regarding Architectural Control?

No, you do not. By virtue of the purchase of your home in your community, you have subjected yourself to the authority of the Association in enforcing the rules regarding Architectural Control, and to the jurisdiction of the Architectural Control Committee.

What is the benefit of maintaining Architectural Control?

The benefit is two-fold: First, the community in which you live will maintain its attractive appearance. Second, by maintaining this attractive appearance the community retains the value of all properties in the community at a higher level than if there were no controls.

Common ACC Request Guidelines / Pitfalls, and Interpretations:

Note: This document does NOT cover all possible conditions / circumstances / requirements, and is not intended to be permissive. No information or guidelines in this document shall supersede or invalidate any of SHHA's Governing Documents.

1. Decks

- A. All new decks and modifications to existing decks require a Fairfax County Building Permit(s). These can be obtained after the ACC approves the deck. All Fairfax County deck requirements must be met.
- B. Property setback requirements are the same as required by Fairfax County.
- C. The deck structure must be wood or wood-like material.
- D. The wood deck must be left natural, stained in a wood finish or painted a shade of brown. If the wood is not left natural, the ACC / BOD must approve the color. If a wood-like material is used, the deck must be brown or distressed (a light grey).

2. Roofs

- A. All changes in color, composition, or material must receive ACC approval.
- B. Approval will be based on whether the new roof will blend in with the surrounding neighborhood.
 - Roofs in "The Oaks" shall be maintained in earth-tones (eg. browns, tans).

1. Fences (with the exception of fences around swimming pools, patios, and fences along the rear lot lines of lots backing onto Rolling or Burke Lake Roads, or those Common Areas immediately adjacent to the Southern Railroad track.)

- A. The fence cannot exceed 42 inches in height.
 - Height will be measured from local grade at all points along the fence-line.
 - For split rail fences, the height of the fence shall be considered the height (above local grade) of the top rail. Split-rail posts may not exceed 48" above local grade.
 - For picket / other fences, the height of the fence shall be considered the height (above local grade) of the tops of the pickets OR the cap rail, if present.

- B. The fence must be at least 50% open by design.
- By interpretation of the Board, this means that there must be at least as much space between elements (eg: pickets, slats, rails, posts) as the width of the elements making up the fence. For example, a picket fence using 3 ½" wide pickets must have at least 3 ½" inches between adjacent pickets.
- C. The fence must be constructed of wood.
- By interpretation of the Board, this precludes the installation of wire fencing material - either stand-alone, or attached to a wood fence / supporting structure.
- D. The fence must be left natural; stained in a wood finish, or painted brown. If the fence is not left natural, the ACC must approve the paint / stain color.
- E. The fence cannot extend beyond the home's front line. On corner lots, the fence cannot be closer to either of the streets than the dwelling.
- F. Chain link fences cannot be used.

2. Fences Around Swimming Pools - The fence must be in full compliance with all Fairfax County requirements.

- A. The fence must not exceed the minimum height required by Fairfax County code for fences around pools.
 - Height will be measured from local grade at all points along the fence-line.
 - The height of the fence shall be considered the height (above local grade) of the tops of the pickets OR the cap rail, if present.

- B. The fence must be at least 50% open by design.
 - By interpretation of the Board, this means that there must be at least as much space between elements (eg: pickets, slats, rails, posts) as the width of the elements making up the fence. For example, a picket fence using 1 ½" wide pickets must have at least 1 ½" between adjacent pickets.

- C. The fence must be constructed of wood.
 - By interpretation of the Board, this precludes the installation of wire fencing material - either stand-alone, or attached to a wood fence / supporting structure.

- D. The fence must be left natural; stained in a wood finish, or painted brown. If the fence is not left natural, the ACC must approve the paint / stain color.

- E. The fence cannot extend beyond the home's front line. On corner lots, the fence cannot be closer to either of the streets than the dwelling.

- F. Chain link fences cannot be used.

3. Fences Around Patios

- A. Must be enclosing a patio which is *substantially smaller* than the back yard. The side of the patio closest to the house must be within five feet of the house.

- B. The fence cannot exceed seven feet in height.
 - Height will be measured from local grade at all points along the fence-line.
 - The height of the fence shall be considered the height (above local grade) of the tops of the pickets OR the cap rail, if present.

C. The fence must be constructed of wood.

- By interpretation of the Board, this precludes the installation of wire fencing material - either stand-alone, or attached to a wood fence / supporting structure.

D. The fence must be left natural; stained in a wood finish, or painted brown. If the fence is not left natural, the ACC must approve the paint / stain color.

E. The fence cannot extend beyond the home's front line. On corner lots, the fence cannot be closer to either of the streets than the dwelling.

F. Chain link fences cannot be used.

4. Fences - along the rear lot lines of lots backing onto Rolling Road, Burke Lake Road, or those Common Areas immediately adjacent to the Southern Railroad track

A. Replacement fence must be the same style, height, and material as the fence it is replacing.

B. The fence must be constructed of wood.

- By interpretation of the Board, this precludes the installation of wire fencing material - either stand-alone, or attached to a wood fence / supporting structure.

C. The fence must be left natural (unfinished).

5. Paint / Color pallets

A. SHHA does not provide a list of approved colors for siding, trim, or other elements of homes.

B. Applications for color changes must include physical color samples of sufficient size for the Board to assess the impact of the color change.

C. When reviewing applications for color changes, the Board and / or ACC will attempt to ensure that the proposed colors and combinations of colors blend aesthetically with the community and surrounding homes.

D. The colors that will be allowed may be dependent on the section of neighborhood and the style of the homes in that section. For example, homes in The Oaks shall be maintained in earth-tones (eg. browns, tans).