

MOUNT WOODLEY MANOR HOMEOWNER'S ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
STANDARD OPERATING PROCEDURES

Duties: The Architectural Review Committee (ARC) shall regulate the external design, appearance, and locations of the Properties and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. In furtherance thereof, the Architectural Review Committee shall:

1. Review and approve, modify or disapprove, within **thirty (30) days**, all written applications of Owners for improvements or additions to their Lots. Requests received prior to or during the construction season will be processed immediately. Failure of the Committee to approve or disapprove a request within **forty-five days (45)** will be construed as approval of the request.
2. On an annual basis, inspect the properties for compliance with Architectural Guidelines and approved plans for alteration. Homeowners found not to be in compliance with published standards will have **sixty (60) days** in which to obtain approval for a specific modification or come into compliance with community standards.
3. Meet on an evening prior to the monthly Board of Directors (BoD) meeting. One member of the Committee will attend the monthly BoD meeting to report ARC activities, including any applications received that month, inspection scheduling, inspection results, etc. The ARC Chair will not vote on issues requiring a vote from the Committee except in the event of an absent member or a tie vote of the members present.

APPLICATION AND REVIEW PROCESS: Applications and review procedures, which will be used by the Architectural Review Committee, are detailed below.

Applications. All applications for proposed improvements must be submitted in writing using the "Request for Architectural Review Committee Approval" form authorized by the Architectural Review Committee. Homeowners should mail applications to:

MOUNT WOODLEY MANOR HOMEOWNER'S ASSOCIATION
Architectural Review Committee
PO Box 6675
Alexandria, VA 22306-6675

Requests for approval can also be emailed to the ARC or BoD members. Email addresses are included in the semi-annual newsletters. Routine requests for ARC approval, such as painting, may be submitted to any member of the ARC or the BoD. That member will initial approval, his/her name, and the date. A copy of the approved form will be returned to the homeowner and the original form will be retained in the permanent ARC files. Non-routine requests, such as construction of a shed or stairs to deck, must be submitted to the address above. Information necessary for submission of a non-routine request is outlined in the Architectural Guidelines document. Once approved by the ARC, a letter of approval will be prepared and a copy of the approval will be given to each member of the BoD. Upon BoD approval, the letter of approval will be mailed to the homeowner and a copy will be maintained in permanent ARC

files. Any member of the ARC submitting a non-routine request will not vote on their submitted request. Again, the Chair will vote only in the event of an absent member or tie vote.

Incomplete Submissions: Applications must be complete in order to commence the review process. Incomplete applications will be returned to the homeowner with a statement of deficiencies which must be remedied prior to review. Oral requests will not be considered for approval. In addition, building outside one's property, either on a neighbor's property or on the Common area, will not be approved under any circumstances.

Supporting Documentation: In order to permit evaluation by the Architectural Review Committee, supporting exhibits are occasionally required. Examples include: a legal site plat showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. Photos and brochures, when available, are encouraged. The Architectural Guidelines and approval form provide guidance with respect to the supporting documentation required for various types of improvements.

Outstanding Violations: The ARC reserves the right to set aside an application from any homeowner having one or more outstanding non-compliant violations until the issue has been resolved, unless the application is directly related to resolving the existing citations.

Time Frame for Completion of the Review: The Architectural Review Committee is required to provide notification to homeowners of the approval or disapproval of any proposed improvement within **thirty (30) days** after the receipt of a properly completed application. Any application not so acted upon during the review period will only commence upon the receipt of a completed application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

Notice of Approval/Disapproval: Homeowners who have submitted design review applications will be given notice of the decisions of the ARC in writing or by email.

Appeals Procedure: Homeowners may request the ARC to reconsider adverse decisions and, if necessary, appeal to the Board of Directors.

A homeowner may appeal a decision to the Architectural Review Committee by submitting a written request to the ARC. This request should include any new or additional information, which might clarify the proposed change or demonstrate its acceptability. The homeowner may request to present this material in person at a regularly scheduled ARC meeting. Appeal presentations before the ARC will be limited to 15 minutes per household. The Architectural Review Committee must respond, in writing, to a request for reconsideration within **fifteen (15) days** from the date of receipt of such request.

If the Architectural Review Committee denies a request for reconsideration, the decision may be appealed in writing to the Board of Directors. The Board of Directors will consider no appeals unless a prior appeal has been made to the Architectural Review Committee.

All homeowners have the right to appeal denied applications and violation citations to the Board of Directors at a regularly (monthly) scheduled BoD meeting provided they have notified the President of the BoD of their intention to do so at least two (2) weeks prior to the meeting.

ENFORCEMENT AUTHORIZATION: The Board of Directors and the Architectural Review Committee shall enforce the Architectural Guidelines in accordance with **Articles XII and XIV of the MWMHOA Bylaws and Article VI of the Declaration of the Covenants.**

YEARLY INSPECTIONS AND FINES: The Architectural Review Committee inspects all properties within Mount Woodley Manor on a yearly basis. If a homeowner has not kept his/her property in good condition, the ARC will proceed to cite them for non-compliance. Violations of these maintenance standards are violations of Mount Woodley Manor's Declaration of Covenants and Restrictions and Bylaws and will result in a violation notice during the yearly inspections. Notices of non-compliance will be sent via letter to the homeowner. The owner will then have **sixty (60) days** to respond and indicate the time frame that the violation was corrected. If a response is not received within the 60 day period, a second notice will be sent to the homeowner via certified mail, return receipt requested. The ARC reserves the option of using email to issue the second notice. If a response to the second notice is not received, a report will be provided to a meeting of the Board of Directors and entered into the minutes of the meeting. This will include the name, address, lot number, description of the violation and the dates that correspondence was sent. The Board will then take whatever action they deem appropriate, this includes the scheduling of a hearing. Further, per Article XII of the Bylaws, the BoD reserves the right, "after **sixty (60) days** of non-compliance to contract to have the necessary work executed to bring a property into compliance", also known as restorative assessment. "All fees incurred, including a \$25 administrative fee, shall be billed back to the homeowner". The Board may also request that outstanding violations, not identifying the homeowner, be published in the MWMHOA Newsletter.

Per the Board of Directors approved Resolution dated October 14, 2009, MWMHOA reserves the right to fine \$50 for a single offense or \$10 per day for each continuing violation for a maximum of 90 days (\$900) for each uncorrected violation. This fine and/or restoration assessment may be placed as a lien against the offending property, which must be satisfied before a property can be sold.

The ARC shall use an inspection checklist for each Property by which it will be evaluated for adequate maintenance and compliance to standards. Such form shall include but not be limited to: condition of exterior paint (including chimney stacks), roof, siding, fencing, decks, windows, hand rails, concrete, landscaping, accessibility of sidewalk and stoop, garbage or debris around the property, exterior storage facilities (prohibited in all areas except fenced area).

These Procedures, having been developed by the Architectural Review Committee and in effect since November 1989, may be extended, altered and/or deleted by a majority voice vote of the Architectural Review Committee and/or the Board of Directors.

Modified and unanimously approved by the Board of Directors on March 20, 2012. Minor edits, based on homeowner input were made to this document on August 10, 2012.