

The Oaks on Henry Homeowners Association
EXTERIOR ARCHITECTURAL MODIFICATION REQUEST FORM

Name of Owner(s) _____ Unit Number _____

Mailing Address _____

Email Address _____

Telephone (day) _____ Telephone (evening) _____

Nature of Proposed Modification (e.g. deck extension, storm door/roof replacement, etc.)

Alteration Location (i.e. front, rear, side?) _____

Dimensions _____

Construction Materials _____

Color _____

Contractor Name/Location _____

INSTRUCTIONS:

Many homeowners have made exterior modifications to their units over the years, including decks and additions. In some cases, these have been made in unknowing violation of city ordinances or HOA Covenants and Bylaws. In order to preserve the architectural integrity of The Oaks and ensure compliance with all regulations, **applicants must do the following:**

- 1) Fill out this form and submit it via the property manager to the Architectural Review Committee of The Oaks on Henry HOA.**
- 2) Attach sketch or architectural drawing of proposed changes, showing location and dimensions in enough detail to illustrate final appearance.**
(For such items as replacement doors/lights/windows, catalog photos suffice.)
- 3) For all proposed construction projects, provide a properly surveyed plat of your lot showing exactly where your property lines are.**
- 4) After approval of your application by the Board of Directors, contact the City of Williamsburg (220-6130) for required municipal architectural review (forms online at www.ci.williamsburg.va.us).**
- 5) Obtain a building permit from the City of Williamsburg Code Compliance Department (220-6254).**
- 6) IMPORTANT: You must submit copies of all city permissions to the property manager before any work may begin.**

Please Note!

The Architectural Review Committee of The Oaks will contact you if your application is incomplete or if more information is needed. If the committee recommends approval of your request, it will present your application to the HOA Board at its next regular meeting. The Board must then approve or deny your request within thirty days.

For more information, please consult the document called *What Every Homeowner Should Know About Exterior Architectural Modification at The Oaks*.

ABOUT DECKS:

Because of municipal building restrictions, most lots at The Oaks are not deep enough for deck extensions unless the City grants a variance from its regulations. In any case, deck additions that extend more than ten feet from the main rear wall of a home will not be approved. Decks must remain decks; the enclosure of a deck or part of a deck with walls, roof, glass, or screen will not be approved.

FOR ARCHITECTURAL COMMITTEE USE ONLY:	
Date application received _____	Received by _____
Approval recommended by committee?	Yes No
Reason(s) if not recommended for approval:	

Committee signatures:	
_____	Date _____
_____	Date _____
_____	Date _____
Board of Directors Approval?	Yes No
Signature for Board _____	Date _____
Date work completed _____	
Date inspected by committee _____	
Inspection comments:	

What Every Homeowner Should Know About Exterior Architectural Modification at The Oaks

Architectural Guidelines: The Oaks Architectural Committee

The architectural character of The Oaks on Henry was determined by the architect George Jennings, AIA, who designed these townhouses, and by Shellis, Inc., the contractor that built them in 1984. The architectural appearance of the community is governed by the “Declaration of Covenants Conditions and Restrictions,” the “By-Laws of The Oaks on Henry Homeowners Association, Inc.” and the “Rules and Regulations.” All three documents were revised between 2005 and 2007. The protective covenants exist to maximize the appearance, structural validity, and value of our property. **All homeowners agree to conform to these governing documents when they sign their deeds.**

The Architectural Review Committee was established to be responsible to the Board of Directors for assuring that the architectural integrity of the original design would be preserved.

Duties of the Architectural Committee

1. To develop and administer a comprehensive and consistent architectural policy and to inform residents of that policy.
2. To advise residents that all exterior modifications to their properties must be approved in advance by the Committee, using the Exterior Architectural Modification Request Form, and be subject to Board approval except where such changes have explicit standardized approval. Many modifications also require approval from the City of Williamsburg *and* a city building permit.
3. To handle the administrative aspects of architectural modification request forms. To evaluate proposed architectural changes, considering possible increased costs or difficulty of maintenance.
4. To report and make recommendations to the Board of Directors on architectural conditions at The Oaks.
5. To document all architectural changes within The Oaks.
6. To make periodic as well as final inspections of work-in-progress to ensure its timely completion and conformity with approved plans.

Revised: October 2010

Standardized Architectural Modifications

Certain architectural features at The Oaks have resulted from approved alterations rather than having originated with the initial construction of 1984. These have received previous Board and Architectural Committee approval, and are considered standard architectural modifications. Homeowners considering these changes must still submit the Architectural Modification Request Form for recording purposes, but can expect that their proposals will receive automatic approval if their plans conform to the features listed below:

FLOODLIGHTS: (permanently mounted) or Motion Sensor Lights

FRENCH DOORS: to replace sliding glass doors onto rear decks or patios

GUTTERS: when painted to match contiguous surfaces and when water does not drain on adjacent homeowner's property

STORM DOORS: when painted to match existing door trim

LIGHT FIXTURES: at front doors that match existing original light fixtures in style and dimensions as closely as possible

IRON HAND RAILS: to front entrance steps

LATTICE PANELS: to enclose the space underneath rear or side decks

Procedure for Exterior Modification

Before undertaking any changes to the exterior of a home, the owner must:

Contact the property manager for an Architectural Modification Request Form.

Complete the form, attach sketches and plat as needed, and submit it via the property manager to the Architectural Review Committee.

The Architectural Committee will review and make its recommendation to the Board. Notification of approval or disapproval will be made within thirty days after receipt of the application for modification.

If the modification is approved by the Board, the homeowner must contact the City of Williamsburg for municipal approval and permits.

NOTE: Approval by the Board does not waive the necessity of obtaining required city permits, nor does a city permit waive the need for approval by the Board. Copies of all city permissions must be submitted to the property manager before work on any project may begin.

DOCUMENTS GOVERNING ARCHITECTURAL REVIEW

I. Declaration of Covenants, Conditions, and Restrictions (Revised March 2006)

No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association. In the event said Board fails to approve or disapprove such design and location within thirty (30) days after said plans and specification have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

II. By-Laws of The Oaks on Henry Homeowners Association, Inc. (Revised November 2005)

Article II 10-A, Standing Committees

All standing committees shall be created within forty five days of the seating of the Board.

Section 1. Architectural Committee

The Architectural Committee is established by and is responsible to the Board of Directors for assuring that the architectural integrity of the original design shall be preserved. In that capacity, the Committee acts to maintain architectural criteria already established; to recommend policy changes for which majority homeowner approval must be obtained; to handle the administrative aspects of routine Architectural Modification applications; and, to inform homeowners of architecturally related matters. The Architectural Committee will advise all homeowners that all exterior modifications to their properties must be submitted in advance to the Committee, using The Oaks Architectural Modification Request Form. The Committee shall review all requests and make recommendations of approval/denial to the Board. The Board shall make the final decision regarding each request except where such changes have been standardized. Following Board approval some modifications may also require approval by the City of Williamsburg.

Revised: October 2010

Article IV.5, Exterior Maintenance

The Board of Directors shall establish a cycle of maintenance of the exterior of all residences, the cycle to be no more than 7 or less than 5 years for painting or staining. This responsibility shall include and be restricted to the cleaning and caulking, and the painting or staining of all exterior brickwork, siding and trim. It does not include repairs to exteriors of any residence, or maintenance or repairs of any kind to the interiors of residences. All residences shall be treated comparably as to colors, materials and methods to be used that shall be set by the Board of Directors with the advice of the Architecture Committee, a Maintenance Committee, the Managing Agent and the approval by the City of Williamsburg if required. All homeowners and tenants shall be advised by the Managing Agent of any and all work to be done under this Article not less than 30 days prior to its commencement.

III. Rules and Regulations (Revised April 2007)

Section 3. Alterations to Unit Exteriors.

No modifications or structural alterations may be made to Unit exteriors without the prior written permission of the Board. Requests for changes to exteriors must be submitted in accordance with the procedures set forth in the Bylaws. No antenna, satellite dish, solar panel, awning or other external fixture may be installed without written approval from the Board. No laundry, clothing, rugs or other items are to be hung upon the exterior of any building.

(Revised October 2009):

Deck extensions that extend more than ten feet (10') from the main rear wall of a unit will not be approved. Decks are to remain decks: the enclosure of a deck or part of a deck with walls, roof, or glass will not be approved.