ARCHITECTURAL GUIDELINES
of
Vantage Homes Association, Inc.

These guidelines were signed/adopted by the Board of Directors on DDMMMYYYY and *supersede* all Architectural guidelines prior to this date:

Preface:

The Vantage community is made up of differing architectural styles. The two original designs contrast dramatically: from the steep sloping roofs of the *California Contemporary* to the straight detailed lines of the *Colonial.* More recent styles are the sloped roof *Rambler* which features a dramatic cathedral ceiling in the main living area, and the *Split-Level,* providing less formal/open living spaces. Under Article V of the Covenants, the Vantage Homes Association (Association) Board of Directors established an Architectural Committee (AC) as the focal point to address all design quality issues relating to the community and to maintain the related correspondence.

Over the past years Vantage homeowners have actively sought to improve their property values and enhance the community through significant investments in the modernization of their homes. These projects range from replacement of original siding, roofs, windows, and driveways with updated materials to construction of new patios, additions, etc.

These improvements are a growth measurement of our community and as a whole are the foundation for the following revised guidelines. To not only encourage individual homeowners to continue to invest in their property, but to remove the requirement to submit "standard" requests for AC approval, the Architectural Committee has separated each guidelines area into two criteria: (1) Pre-approved and (2) AC approval required.

LIABILITY STATEMENTS:

Homeowners are cautioned to obtain approval from the AC for other than pre- approved projects ***prior to signing contracts or beginning work***. Work requiring AC approval and initiated without such approval may result in the homeowner being held accountable for possible litigation resulting from any project undertaken.

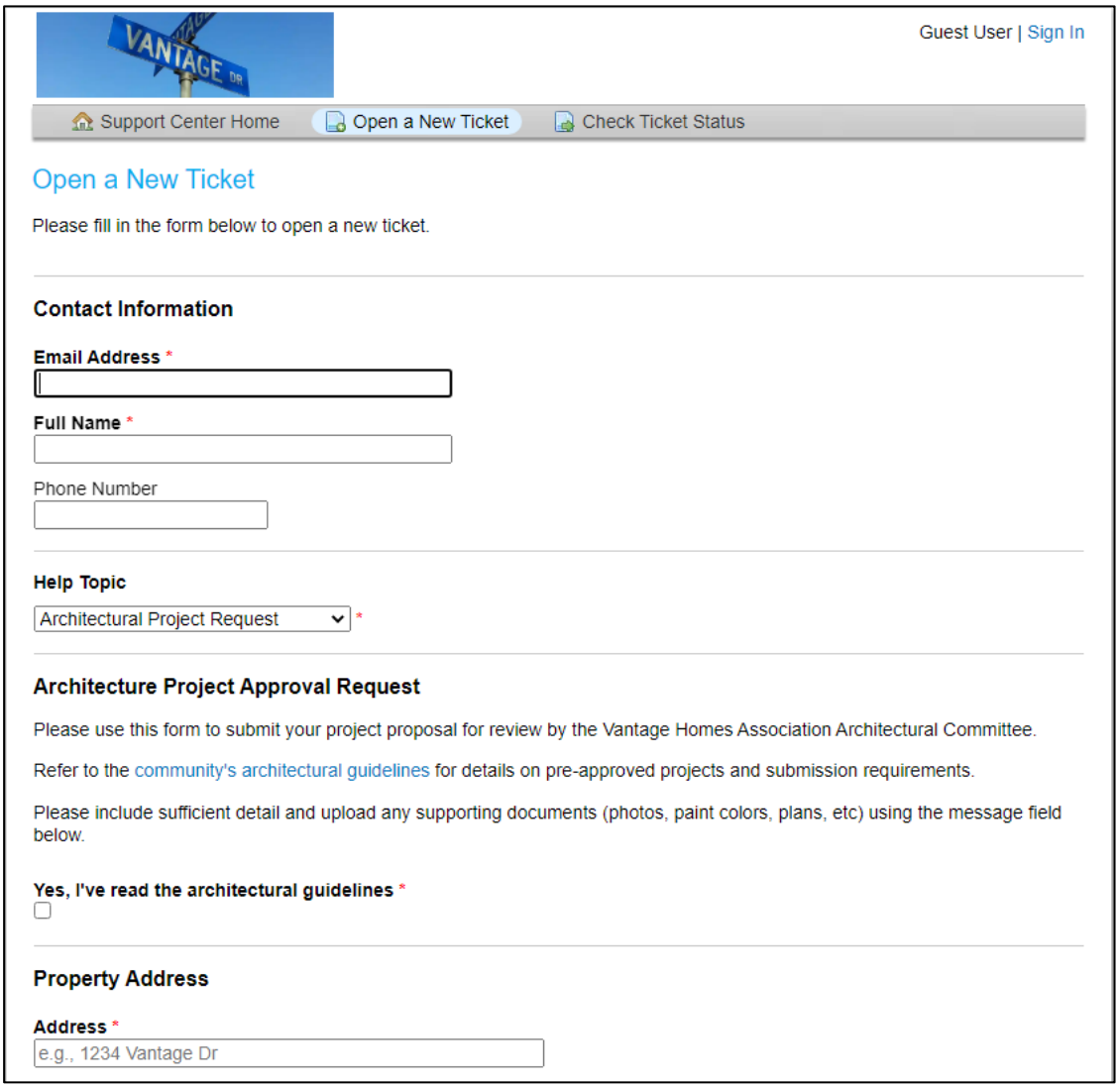
AC approval of any project does not waive the necessity of obtaining required county permits. Conversely, obtaining a county permit does not waive the need to get required AC approval for the project.

Projects undertaken which adversely affect an adjacent property may result in the homeowner being held responsible for damages.

1. Project Request Processing: Using the tables provided as part of these guidelines, the homeowner can determine if a project request form is required.

a. If AC approval is required, the homeowner can:

- Submit a ticket using the Vantage Homes Association Online Portal (https://vantagehoa.org/contact/)



- Submit a project request form to the Association's official address;

Vantage Homes Association
P.O. Box 6503 | Alexandria, VA 22306-0503

- Deliver a hard copy to any member of the AC;
- The Association website (https://vantagehoa.org/) has a listing of current committee members

NOTE Verbal requests will not be considered.

b. The homeowners' request should be completed/attached to the online ticket or placed on a project request form and be accompanied by applicable plans, diagrams, manufacturer literature, color and/or type material samples, and other items necessary to fully describe the proposed work. If a Contractor color/type material "sample kit" is included with the request, it can be returned upon completion of the AC review.

c. Within ten (10) calendar days, the homeowner should receive a "Notification of Receipt" identifying the exact date the AC received their request. If the homeowner does not receive this notification within 10 calendar days, the homeowner should contact an AC member or member of the Board.

d. The AC will review requests to ensure compatibility and conformance to characteristics of housing style, with further consideration to the site, surrounding homes, and the community as a whole. Judgments of acceptable design will be based upon **(1) *Concept***: The project must be appropriate to its surroundings and the larger community, **(2) *Design Compatibility:*** The project must be compatible with the architectural characteristics of the applicant's home and the community setting. Compatibility is defined as compatible in architectural style and similar in materials, color and construction details. And **(3) *Location and Impact on Neighbors:*** Each project will be reviewed with regard to the effect on adjacent properties including access, view, sunlight, ventilation, and drainage.

NOTE: *In rare cases, clarification of a specific project requires that a representative of the committee visit the property to review the proposed site. Under those circumstances, a member of the AC will contact the homeowner to arrange a mutually satisfactory time for such a visit.*

e. Within thirty (30) calendar days after of the date of receipt of the request, the homeowner should receive an AC decision letter. If the AC decision letter is not provided within thirty (30) calendar days of the date of receipt on the "Notification of Receipt" letter, then the request is considered to have been approved. Depending on the size/scope of the project, partial decision letters may be provided to benefit the homeowner (e.g. “part A” of a request was approved, while “part B” was denied or requires more fidelity). A decision letter will, by default, be an electronic response in the ticketing system. Reasonable requests for hard copy or other correspondence on Association letterhead may be accommodated with additional time and coordination.

f. Upon AC approval, homeowners may begin work on their project. Once started, projects should be completed within ninety (90) calendar days of the start date. Safety is a primary consideration during a project. Construction materials and tools should be properly stored when not in use and all excess materials should be removed immediately after completion of construction.

g. Appeal Procedures - Disapproved Requests: Any adverse decision of the

AC may be appealed to the Association's Board of Directors. Any appeal to the Board of Directors should be made in writing within thirty (30) calendar days of receipt of the AC decision. Applicants and other interested parties may appear before the Board in conjunction with the appeal. The Board of Directors will hear and/or review appeals of disapproved requests submitted by applicants. The Board will consider the appeal in conjunction with the standards established by the Covenants and Guidelines and issue its decision on the appeal within sixty (60) calendar days of the appeal, providing written notice of its decision to all affected parties and the AC, through the ticketing system unless otherwise arranged.

2. Community Complaints - Violation of Guidelines: When the AC receives a written complaint of alleged violation to these guidelines, and the Board of Directors confirms a violation, a letter of notification will be prepared and forwarded to the appropriate homeowner within thirty (30) calendar days of receipt of the complaint. If the AC does not receive a response from the homeowner with thirty (30) calendar days of the date of the letter, the matter will be turned over to the Board of Directors.

3. Guidelines The following table summarizes the most common requests and identifies when AC approval is required. Any request that is not listed in the table must be submitted for approval.

ARCHITECTURAL GUIDELINES

		Item/Special Notes	Pre-Approved	Approval Required
111				
112	1	**Major Alterations** - addition, removal of existing structure, or changes to screened porch, garage, entrance way, and breezeway Note D	None	The alteration should not impair the view or quantity or quality of sunlight and natural ventilation on adjacent properties.
113	2	**Antennas:** Television, citizen band, ham radio, and other antennas	Television antennas mounted outside the attic must not extend more than three (3) feet above the highest point of the house and must be mounted to the rear of the roof peak.	All Citizens band and ham radio, or other antennas exceeding three feet (3ft) will require Association Board approval.
114	3	**Deck**s - New or Existing Note F	Constructed of solid wood; plywood shall not be used as a decking material. Decks may be left as natural wood (clear preservative may be used) or they may be stained. Storage areas under decks must be screened and must conform to the shed guideline.	Any other request to include changing size, location, material, or finish.

111

		Item/Special Notes	Pre-Approved	Requires Approval
115				
116	4	**Doorways - Exterior** Replacement of Existing & Relocation	Replacement of existing exterior sliding glass doors with: same or upgraded glass French doors Replacement of existing exterior entry doors with: Similar stained, painted wood or combination wood/glass doors.	Relocation of entryways must be submitted for approval.
117	5	**Driveways**	Repair: Replacement of section with matching design/color and material. New: None. Additions/Modifications: None	Any other request
118	6	**Fences, Screens, and Walls** Note E	Replacement of fences, screens, and walls with same materials and finish (EXCEPTION -- NO CHAIN LINK FENCING)	Any other request to include changing size, location, material, or finish. Requests for installation of new fence, screen, pillar, wall or retaining wall. Additional review criteria: plans which appear to obstruct sight lines for vehicular traffic will not be approved.
119	7	**Garage Doors** – Vehicle entry Note G	Horizontal panels: painting of murals or striped patterns are not approved.	Any other request
120	8	**Garage- Side Door** – Entry Replacement of Existing or Installation of New	Replacement with similar stained, painted wood or combination wood/glass single doors	Installation of new entry doors or replacement of other than those listed in standard at left.
121	9	**Gutters and Downspouts** Note G	Standard 5" or larger 6" (for homes with a steep pitch or large number of trees). Installation must not adversely affect drainage on adjacent properties.	Any other request

122	10	**Landscape: "Hardscaping" (Loosely defined as:** "landscaping that uses hard materials such as pavers and stone.")	Front Yard: None Back Yard: Should be constructed so as not to divert ground water onto adjoining properties or otherwise substantially change existing drainage patterns.	Front Yard – Any other request Back Yard – Any Other Request
123	11	**Lighting - Exterior**	Exterior lighting focused so that light does not shine beyond any property line and so that no glare is visible from adjacent properties.	Any other request
124	12	**Mailboxes**	Those which conform to USPS-STD-7B (or most recent USPS approved list) and Notes B and C.	Any other request
125	13	**Painting** Home Exterior Base, Trim, Accent Colors Note B	No change to color, tone, or shade used on existing surfaces.	Any change to color, tone or shade used on existing surfaces. Painting exterior brick is not approved.
126	14	**Pergolas and Trellises**	None	All requests
127	15	**Play Equipment**. With the exception of basketball hoops, permanent play equipment shall not be located forward of the front house line.	Play equipment under eight (8) feet in height.	Any equipment exceeding eight (8) feet in height must be submitted for approval.
128	16	**Porticos**	None	All requests
129	17	**Roof - Repair**	Replacement of section or single shingles with matching design/color and material.	Replacement with other than matching design/color or material
130	18	**Roof - New** Note D	Color must coordinate with base, trim and accent color of home. 3-tab standard or thicker upgrade 3-D look resembling cedar shakes or slate.	Any other request

131	19	**Satellite Dishes** Note I	Unobtrusive roof mounting of satellite dishes eighteen inches (18") in diameter	All satellite dishes exceeding 18" in diameter
132	20	**Sheds** / Detached Structures. Notes A & D	Structures within five (5) feet of any property line that do not exceed eight (8) feet in height. Structures located elsewhere in the yard that do not exceed eight and one half (8 1/2) feet in height.	Any other request
133	21	**Shutters** Note G	Replacement with same material	New installation or replacement with different color/materials/style
134	22	**Siding**, Soffit, Fascia & Trims. Installation Notes D, F, G & H	See Note C for standard	Any siding material not listed in standard
135	23	**Skylights**	None	All require approval
136	24	**Slab Patios** (ground-level cement/brick)	Slab patios should be constructed so as not to divert ground water onto adjoining properties or otherwise substantially change existing drainage patterns.	Any other request
137	25	**Solar Panels**	Panels are to be mounted on the rear side of roofs and may be installed flush or elevated. If elevated, they must not be visible from the yards of facing houses across streets or pipe stems.	Any other request (Initial plans must be submitted for panels only on the rear side of roof)
138	26	**Swimming Pools**, Spas and Hot Tubs. Notes A, D & E	Must be located in the rear yard & must conform to County regulations. Whether or not mandated by county requirements, swimming pools, hot tubs and spas greater than 24" in depth, whether in ground or above ground, must be fenced and cannot be installed within five (5) feet of a property line.	Any other request

139	27	**Windows** – Replacement of Existing and Construction of New	Replacement of existing with same style or upgrade energy efficient (same style)	New construction - relocations must be submitted for approval. Change in style for replacement windows must be submitted for approval.
140	28	**Mailboxes**	Those which conform to USPS-STD-7B (or most recent USPS approved list) and Notes B and C.	Any other request

4 - NOTES:

141	**NOTES**	
142	**A**	Homeowners are cautioned to not adversely affect drainage on adjacent properties
143	**B**	When changing the color of the home's exterior base color, trim color or accent color the applicant should submit color samples for each. In cases where only a portion of the home's exterior colors are being changed, the applicant should provide sample of the home's final color scheme. NOTE: Please submit a key, narrative description or drawing to identify the surfaces to be changed if multiple colors changes are submitted. There are no "pre-approved" color options/schemes beyond what exists for each home. Each color change requires approval and if a color is denied, the AC cannot recommend "approved" alternatives.
144	**C**	**WOOD** Sheet wood 4' X 8' (T-111); painted; installed with grooves running vertical 1" X 8" Redwood, cedar, or cypress; stained or painted; installed horizontal 6" - 8" beveled; 4" - 6" exposure; painted; installed horizontal Tongue & Groove; painted; vertical sheet **VINYL** 5" double, 6 112" double; standard, beaded, Dutch lap; horizontal 7" - 7 1/2" single, 8" single; standard, beaded, Dutch lap; horizontal 12-16" - 12" planking with grooves & 4"-6" exposure; vertical (homeowner should verify warranty) **STEEL & ALUMINUM** Same size as vinyl, smooth, brushed, and wood grains; horizontal
145	**D**	Verify county regulations/guidelines/required permits

146	**E**	**EXTERIOR FENCES and WALLS:** Height shall not exceed seven (7) feet above any grade nor extend forward of the front house line nor extend forward of the front house line of an adjacent dwelling. Exceptions will be considered for houses on pipe stems, adjacent to pipestems and corners to accommodate irregular alignments. Materials and finish will be architectural wood (cedar, redwood, etc.), pressure-treated pine, composite “wood” (e.g. Trex), aluminum rail, steel rail, or vinyl. Fencing which is finished on only one side must be erected with the finished side facing outward. A change from existing materials and finish require approval. **PRIVATE COURT and LANDSCAPE DESIGN FENCING:** Construction will be of an open nature and not a part of the perimeter or enclosure. Height must not exceed 36" for a top rail or horizontal part and 42" for any post or vertical part. Such fencing will typically be of the two split rail type with both sides equally "finished". The rails will be allowed to weather naturally or be stained to blend in with the accompanying landscape. Wire mesh screen will be considered on a case by case basis for use to increase security as part of any split rail fence. The wire mesh will be attached on the inside of the fence and will not extend above the top rail. The only approved wire mesh will be dark green vinyl coated wire. **CHAIN LINK**. Requests for chain link fencing will not be approved. Existing "approved" chain link fences may remain and be maintained.
147	**F**	If plan includes other exterior changes, applicable sections of this guideline should be reviewed
148	**G**	Changes to color, shade or tone of base, trim, or accent areas of home exterior require approval
149	**H**	Homeowners are cautioned to discuss manufacturer’s / installer's guarantees with regard to installation of vertical siding -- most differ from that provided with horizontal installations.
150	**I**	Primary factor for approval will be that viewing will be unobtrusive.

VANTAGE HOMEOWNERS ASSOCIATION
P.O. Box 6503
Alexandria Virginia 22306-0503

Vantage Homeowners Association
Architectural Committee (AC) Project Approval Request Form

The community's AC Guidelines (May XX, 2022) identify projects which require AC approval and those considered Pre-Approved. To submit a project request form, complete items 1-3 and mail to the above address or deliver to any member of the Architectural Committee (AC) --The Association website (https://vantagehoa.org/) has a listing of current committee members . The AC will provide a notification of receipt within ten (10) calendar days -- if you do not receive a receipt within ten (10) days, contact an AC member. The AC will provide a decision on this request within thirty (30) calendar days after the date of receipt.

Item 1: Identification Data.

Requestor's Name:	Telephone Number:
Street Address:	

Item 2: Describe proposed work; identify dimensions, materials, colors, and location as applicable.

Did you include color samples, diagrams, any applicable information, i.e. sales brochure, etc.?

Item 3: Homeowners Liability Statement. I understand that submission of this application does not relieve me of any obligation to comply with local laws and/or building codes, nor relieve me of responsibility for obtaining any permits or authorizations from government agencies, if required.

Signature of Homeowner	Date Submitted

Item 4: AC Use Only.

Date Received:	
AC Control Number:	

151