

Oak Valley Homeowners Association Exterior Alteration Application Architectural Review Board

Application Instructions:

1. Carefully review the Oak Valley Declaration of Covenants, Conditions and Restrictions and the Residential Guidelines (as revised, May 2003) before you complete this form. Copies of these documents can be downloaded from the community website (www.oakvalleyhoa.com) and can be found in the "Documents" section. You may also contact Sequoia Management at 703-803-9641, or via email at jdarwin@sequoiamgmt.com and mruiz@sequoiamgmt.com.
2. Describe in **full detail** the proposed exterior change or modification, and attach exhibits (sketches, pictures, clippings, catalog illustrations, etc.) as necessary.
3. **Attach the certified plat** provided to you at closing on your house showing the location(s) of the proposed project.
4. Specify the **proposed start date**, and the **projected date of completion**. The time period must be reasonable – if additional time is required beyond the projected completion date, then a letter must be submitted to the ARB requesting an extension of time for completion.
5. You must **obtain the signatures of at least four (4) property owners who are most impacted** by the proposed project because they are adjacent to, or the project creates a visual impact on them. The ARB may require additional property owners depending on factors related to the size and scope of your proposed project.
6. **Carefully review the ARB Policy Statement** that is a part of this application to acknowledge that you are fully aware of the requirements set by the Board of Directors for projects you seek to undertake.
7. **Sign and date the application** in the appropriate signature blocks at the end of this form.
8. Submit **one original application form** for the ARB files, **and one complete copy of the application** that will be returned to you with the decision of the ARB.

All Applications should be sent to:

Sequoia Management Company, Inc.
Attention: Jen Darwin or Monica Ruiz
13998 Parkeast Circle
Chantilly, VA 20151

Name of Applicant(s): _____

Address: _____ Lot #: _____

Home Phone: _____ Work or Cell Phone: _____

Email Address: _____

Description of change or modification:

Start Date: _____ Completion Date: _____

Plat Attached: YES or NO (please circle your response)

Minimum of four (4) signatures required:

<p><u>Notice to Homeowners</u></p> <p>Your signatures serve only to confirm that you have been notified of this exterior alteration application. If you have any specific objections, concerns or comments concerning this project, you may contact the Oak Valley ARB. Your concerns will be fully considered in the review of the alteration application. All such communications will be confidential. Please register any such comments immediately with the ARB.</p>
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Name: _____ Name: _____

Address: _____ Address: _____

Lot #: _____ Lot #: _____

Name: _____ Name: _____

Address: _____ Address: _____

Lot #: _____ Lot #: _____

ARB POLICY STATEMENT

By Signature to this application, the applicant affirms the following:

1. No application can propose any project that violates the provisions of the Building and Zoning codes of Prince William County or any other applicable law, regulation, or rule of any governmental body. It is the homeowner's responsibility to fully research these rules and, by signature on this application, the homeowner(s) certifies the project complies with all applicable county requirements. If the Oak Valley ARB Guidelines have a more restrictive provision than the County requirements, the ARB Guidelines shall prevail.
2. Each applicant must file required plans and obtain any building permits required by the Building Ordinance of the Prince William County Building Department.
3. No construction or alteration may be started before the ARB approves an application. The applicant understands that any alterations made prior to approval of the application will have to be removed and the property returned to its original condition at the sole expense of the applicant. If the application is disapproved in whole or part, the applicant is required to pay any legal expenses incurred by the HOA to enforce compliance with the ARB Guidelines and the application approval process.
4. The applicant affirms the ARB is permitted to enter your property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and/or the completed project, and that such entry on your property does not constitute trespass.
5. The applicant agrees that the approval is contingent upon construction or alterations being completed in a workmanlike manner, consistent with the description contained in the approved application, and using the materials described in the application.
6. The applicant understands that any project that is approved by the ARB does not grant any easement or use of the VDOT controlled drainage ditches adjacent to the street for access to your property by construction vehicles or materials. The applicant must seek and obtain a VDOT permit if any such access to your lot requires an easement over the drainage ditch areas. The applicant also understands that no easement or use of the Oak Valley common areas is permitted for the purpose of construction vehicles or materials to gain access to the applicant's lot. Any damage to these areas will result in a fine, a complete restoration of the area to its original condition, and the applicant agrees to pay any legal expenses incurred by the HOA to compel the applicant to restore any such damaged areas.
7. The applicant understands that they will be fully responsible for any damage to VDOT owned road surfaces by any construction equipment being unloaded on the street and used for the project outlined in the application. The applicant is advised to convey this liability to any contractor used in their project in the contract for work.
8. The applicant understands no dumpsters, construction materials, or debris from the project can be stored, placed, or left on any Oak Valley common area, in the drainage ditch area, on the road shoulder, or on the road. All such activities must be fully contained within the lot boundaries of the applicant.
9. No work can be done during hours that will unreasonably interfere with the privacy of neighbors and the quiet enjoyment of their lots. Generally, such work should be done during regular business hours.
10. The applicant understands that the ARB may impose visual mitigation requirements as a condition of approval of this application. For example, for a fence on a corner lot, a landscaping buffer may be required; similar landscaping for a shed; or for a perimeter fence of a swimming pool. The ARB is required by the Board to assess the visual impact of each application on the community and surrounding homeowners. Projects fully in compliance with the ARB Guidelines in every other respect may be disapproved if the applicant is unwilling to comply with the visual mitigation requirements set forth by the ARB as a condition of approval for the project.
11. The applicant understands that when the project is complete, the ARB may impose additional visual mitigation requirements that were not clearly evident or contemplated in

the initial review of the application. Such conditions would include unsightly areas immediately adjacent to the project area that diminishes the visual appeal of the community directly resulting from the project.

12. Once a project is started, the applicant must move expeditiously to have it completed. Approved projects cannot be started, and then postponed in the middle of construction since that creates an unacceptable visual impact on the community as a whole. Final trim work must also be completed in a timely manner, i.e., painting of trim and doors of a shed or pool house, all sections of a fence and/or gate completed, and any other condition that negatively impacts the visual appeal of the community.
13. The applicant is aware that the review process can take as long as 45 working days. While the ARB attempts to review applications within two weeks of receipt of the application, it may take longer. The applicant further affirms they are aware that any request from the ARB to the applicant to supplement the application restarts the review process timetable of 45 working days of receipt of the requested materials.
14. The applicant is aware that they may appeal any rejection by the ARB of an application directly to the Oak Valley HOA Board of Directors. This appeal must comply with the requirements set forth in the Declaration of Covenants. No project can be commenced prior to a final decision of the Board on any appeal.
15. The applicant understands that the project contemplated in the application must commence within 180 days of the ARB date of approval. If the project is not started within that time period, the approval is automatically revoked.

Applicant's Signature: _____

Applicant's Signature: _____

Date: _____

FOR ARB USE ONLY

ARB ACTION: _____ APPROVED _____ DENIED

ARB REMARKS:

ARB REPRESENTATIVE SIGNATURE: _____

DATE OF DECISION: _____