

AWLA

Architectural Review Guidelines

Approval Procedure

Proposals for architectural changes should be submitted to the Architectural Review Committee on the designated form (see attached) or in a letter that contains all of the pertinent information.

The committee will review the plan and approve, disapprove or request more information. The homeowner will be notified in writing within 30 days of the committee's decision. If disapproved, a copy of the relevant section the Covenants will be enclosed; also, the homeowner will be reminded that an appeal may be made to the Board of Directors within fourteen (14) days of the notification.

Complaints by Homeowners Regarding Architectural Changes

The committee has also designed a procedure to handle complaints by other homeowners to changes which have been made.

The committee will review all complaints (which must be made in writing) by homeowners brought to its attention. If a complaint is made, the following procedure will be followed:

Informal - An attempt will be made by the committee to resolve the situation informally by contacting the offending homeowner.

Formal - This procedure is to be used if the offense is serious, a second notice, or if the informal procedure does not correct the situation. A formal complaint will be sent to the offending homeowner within one week. It will include the following information:

- A. A written statement of the allegations against the homeowner.
- B. A copy of the appropriate sections of the rules or By-Laws which the homeowner is charged with violating.
- C. Any other appropriate information needed by the property owner.
- D. A call to rectify the situation in thirty (30) days for a second notice and fourteen (14) days for a third notice sent by certified mail after which the AWLA will begin legal action .
- E. A notice that, at the option of the owner, a hearing may be held before the Architectural Review Committee. This meeting is to be scheduled at the earliest convenience of all parties involved.

Appeal Procedures

Any decisions of the Architectural Review Committee may be appealed to the Board of Directors.

These procedure were presented to the Board of Directors and approved on June 16, 1988. In general, the members of the Architectural Review Committee feel that homeowners should be able to modify their property without interference so long as the covenants are not violated, guidelines are followed appropriately and the modification is in harmony with or enhances the neighborhood.

**ADDITION TO WARRENTON LAKES ASSOCIATION
REQUEST FOR ARCHITECTURAL CHANGES FORM
PER DECLARATION OF COVENANTS ARTICLE V ***

This form may be used to request approval for any changes to your house or lot as required by the covenants. Changes requiring approval include fences, pools, garages, porches, sheds, etc.

NAME: _____ **PHONE:** _____

ADDRESS: _____

REQUESTED CHANGE OR ADDITION (be specific):

Please show size and sketch construction in relation to property lines. If request is to paint house, please give current colors, including color of brick, and give requested color.

1. _____

2. _____

3. _____

Please submit this form to AWLA Architectural Review, PO BOX 3531, Warrenton, VA 20186

The review committee will notify you within thirty (30) days of its decision. You may appeal the decision to the Board of Directors within fourteen (14) days of notification.

(Homeowner's Signature)

(Date)

*** No clearing, filling, grading, excavation, building, fence, wall or other structures shall be commenced, erected or maintained upon the properties, nor shall exterior addition to or change or alteration therein be made until the plans and specification showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing by the Board of Directors of the Association and by the Architectural Committee.**