

BUCKLEY'S RESERVE HOMEOWNERS ASSOCIATION

Armstrong Management Services
3949 Pender Drive, Suite 205
Fairfax, VA22030
Phone: 703-385-1133
Fax: 703-591-5785

PETITION TO AMEND THE ARC GUIDELINES AND STANDARDS

Petition for the Buckley's Reserve Homeowners Association Board of Directors 9/8/08
(Date of Meeting)

Name: Steven Lee LOT: 66

Address: 12551 Cerromar Place Home Phone: 703-222-8664

E-mail address: steven.a.lee@us.army.mil Work Phone: 703-681-4411

Reference: ARC Guidelines and Standards, Dated: November 1, 2005

Guideline to be changed: Page: 34, Appendix: C, Paragraph: 2, Line Number: 2.
Acoustical Style (required for all rear fences on lots 228 – 247):

Recommended Changes:
Acoustical Style (required for all rear fences on lots 228 – 247 and optional for lots 184 – 189):

Reason for Change:
On April 14, 2008 at the request of a homeowner, the Board of Directors approved an acoustical style fence for lot 189 as an exception to policy. Currently there are both acoustical and board on board style fences on this row of townhouses. Changing the Guidelines will protect the homeowner in the future.

Architectural Review Committee Recommendations: As cited above

9/8/08
Date

[Signature]
ARC Representative's Signature

Buckley's Reserve Homeowners Association Board of Directorates Approval / Disapproval.

Effective Date of Change: 10/13/2008

10/13/2008
Date

[Signature]
President, Buckley's Reserve Homeowners Association

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PETITION TO AMEND THE ARC GUIDELINES AND STANDARDS

Petition for the Buckley's Reserve Homeowners Association Board of Directors Sep 8, 2008
(Date of Meeting)

Name: Steven Lee Lot: 66

Address: 12550 Cerromar Place Home Phone: 703-222-8664

E-mail address: steven.a.lee@us.army.mil Work Phone: 703-681-4411

Reference: ARC Guidelines and Standards, Dated: November 1, 2005

Guideline to be changed: Page: 9, Section: 8.0 Paragraph: 2, Line Number: 1.

The ARC will conduct a periodic evaluation of the Guidelines and Standards to determine if amendments are required. Owners may submit, to the ARC, written requests for changes to the Guidelines and Standards. Amendments will require final adoption by the Board of Directors.

Recommended Changes:

The ARC will conduct a periodic evaluation of the Guidelines and Standards to determine if amendments are required. All recommendations for amendments to the Guidelines and Standards will be presented to the Board of Directors for final adoption.

Homeowners may submit written requests to the management company for changes to the Guidelines and Standards. These requests will be reviewed by the ARC and a recommendation as to the adoption of the amendment will be presented to the Board of Directors for final adoption.

All recommendation to amend the Guidelines and Standards will be made in the attached format for consistency and ease of defining the changes.

All amendments to the Guidelines and Standards will require final adoption by the Board of Directors.


Reason for Change:

Section 8.0 states that the Guidelines and Standards may be amended but it doesn't say how except that it must be in writing. This recommendation provides a format and a process for amending the Guidelines and Standards.

This petition can also act as a mailer to the homeowners if the amendment passes.


Architectural Review Committee Recommendations: As cited above

9/8/08
Date


ARC Representative's Signature

Buckley's Reserve Homeowners Association Board of Directorates Approval / Disapproval.

Effective Date of Change: 10/13/2008
10/13/2008
Date


President, Buckley's Reserve
Homeowners Association

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Petition for the Buckley's Reserve Homeowners Association Board of Directors 10/13/2008
(Date of Meeting)

Name: Steven Lee Lot: 66

Address: 12551 Cerromar Place Home Phone: 703-222-8664

E-mail address: steven.a.lee@us.army.mil Work Phone: 730-681-4411

Reference: ARC Guidelines and Standards, Dated: November 1, 2005

Guideline to be changed: Page: 14, Section: 7.14, Paragraph: 7, Line Number: 1.
Only rear yard fences are permitted as defined in Section 6.1.

Recommended Changes:

Rear yard fences are permitted as defined in Section 7.1. Fencing of any portion of the side yard will be by exception only and will require approval of the Board of Directors.

Reason for Change:

Section 6.1 does not exist.

On May 2, 2008 the Architectural Review Committee reviewed and disapproved the application for a fence. The original application showed the fence extending into the middle of both side yards which is in violation of the ARC Guidelines. After talking to the homeowner, the homeowner agreed to move the fence to be even with the back of the house on the left side. The fence on the right side extends ten feet past the rear of the house into the side yard because of a family room addition. The Architectural Review Committee approved the modified application. The Board of Directors approved the application on May 7, 2008. Currently there are other fences in the neighborhood that extend into the side yard of the lot. This change is necessary to maintain the architectural integrity of the neighborhood.

Architectural Review Committee Recommendations: As cited above

9/8/08
Date

[Signature]
ARC Representative's Signature

Buckley's Reserve Homeowners Association Board of Directorates Approval / Disapproval.

Effective Date of Change: 10/13/2008

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[Signature]
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Petition for the Buckley's Reserve Homeowners Association Board of Directors 10/13/2008
(Date of Meeting)

Name: Steven Lee Lot: 66

Address: 12551 Cerromar Place Home Phone: 703-222-8664

E-mail address: steven.a.lee@us.army.mil Work Phone: 703-681-4411

Reference: ARC Guidelines and Standards, Dated: November 1, 2005

Guideline to be changed: Page: 7, Section: 5.0, Paragraph: 8, Line Number: 3

3. If the violation is confirmed by a site visit by the ARC, a courtesy notice will be left on the door of the home for which the violation is believed to have occurred citing the violation. Depending on the nature of the violation, a deadline of 1 to 15 calendar days will be granted to correct the problem.
4. If the violation is not resolved within the first deadline, a written notice will be sent to the homeowner requesting that the violation be corrected.
5. If the violation is not resolved within 15 calendar days after the written notice, and the homeowner has failed to respond to the notice with an acceptable resolution a second written notice will be sent by certified mail.
6. If the violation is not resolved within 15 calendar days after the second written notice, a notice will be sent certified mail informing the resident of the time and place of a hearing by the Board of Directors concerning the violation.

Recommended Changes:

3. If the violation is confirmed by a site visit by the ARC, a member of the Board of Directors, or the Community Manager, a written notice will be sent to the homeowner by First Class Mail citing the violation and requesting that the violation be corrected within 15 calendar days or to contact the management company with extenuation circumstances as to why the violation cannot be corrected.
4. If the violation is not resolved within 15 calendar days after the written notice, and the homeowner has failed to respond to the notice with an acceptable resolution, a notice will be sent by certified mail informing the resident of the time and place of a hearing by the Board of Directors concerning the violation.
5. Delete paragraph 5 and 6. Renumber paragraph 7 and 8 to 5 and 6. Change paragraph 8.E. to 7 and paragraph 9 to paragraph 8.

Reason for Change:

Para 3 & 4: The current procedures require a courtesy notice (door tag), a 1st Noticed (mailed), a 2nd Notice (certified mail), a Hearing Notice (certified mail), and a Notice of Hearing Results (registered or certified mail). This allows the violation to exist over 120 days prior to the hearing. By requiring Notice of Violation (First Class Mail) and a Hearing Notice (Certified Mail) we can provide proof of notice and shorten the process by 60 days. This is plenty of time for most violation to be corrected. Those violations that take more time or have extenuating circumstances can be given more time during the hearing. Delete paragraph 5 & 6: Not needed.

Changing paragraph 8E to 7: Para 8E is part of the procedures not part of the sanctions the Board of Directors may impose.

Sample Timeline:

Day 1: Inspection (11 May)	Day 29: Inspection (8 Jun)	Day 64: Inspection (13 Jul)
Day 2: Board Meeting (12 May)	Day 30: Board Meeting (9 Jun)	Day 65: Hearing (14 Jul)
Day 8: Violation Notice (18 May)	Day 36: Hearing Notice (15 Jun)	Day 72: Results of Hearing (21 Jul)
Day 23: Deadline 15 days (2 Jun)	Day 51: Deadline 15 Days (30 Jun)	

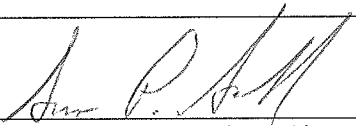
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**PETITION TO AMEND THE ARC GUIDELINES AND STANDARDS
CONTINUED**


Architectural Review Committee Recommendations: As cited above

9/8/08
Date



ARC Representative's Signature

Buckley's Reserve Homeowners Association Board of Directorates Approval / Disapproval.

Effective Date of Change:

12/13/2008 

10/13/2008
Date


President, Buckley's Reserve
Homeowners Association

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PETITION TO AMEND THE ARC GUIDELINES AND STANDARDS

Petition for the Buckley's Reserve Homeowners Association Board of Directors _____
(Date of Meeting)

Name: _____ Lot: _____
Address: _____ Home Phone: _____
E-mail address: _____ Work Phone: _____

Reference: ARC Guidelines and Standards, Dated: November 1, 2005

Guideline to be changed: Page: _____, Section: _____, Paragraph: _____, Line Number: _____

Guideline Reads: _____

Recommended Changes: _____

Reason for Change: _____

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**PETITION TO AMEND THE ARC GUIDELINES AND STANDARDS
CONTINUED**

Architectural Review Committee Recommendations:

Date

ARC Representative's Signature

Buckley's Reserve Homeowners Association Board of Directorates Approval / Disapproval.

Effective Date of Change: _____

Date

President, Buckley's Reserve
Homeowners Association