**LECA Architectural Control Committee Guidelines and Procedures**

**Introduction**

The mission of the Architectural Control Committee (“ACC”) is to preserve the physical attractiveness and desirability of the Lakevale Estates Community, while at the same time imposing minimum constraints on the private property rights of the community’s members. The ACC works toensure that Members (a lot owner is a Member of the Lakevale Estates Community Association (LECA), as defined by Article 14 of the Architectural/Lot Covenants.) comply with architectural/lot covenantsfound in the LECA Rules and Regulations 2015 (“Rules and Regulations”). The Rules and Regulations provide the framework for implementing the ACC’s mission. The following Guidelines and Procedures will assist the ACC in carrying out the mandate of the Rules and Regulations. In part, the Rules and Regulations provide that no significant external construction shall occur in the Lakevale Estates unless “construction plans and specifications and a plan showing the location of the structure have been approved by the ACC as to quality of workmanship and materials, external design or harmony with existing structures, and as to location with respect to topography and finish grade elevation.”

**Architectural Control Guidelines and Procedures**

The guidelines that follow address a broad range of exterior modifications for which members frequently submit an application to the ACC. As it is impossible to address each specific design condition, these guidelines present the principal factors that should be considered when developing a design.

Per the Architectural/Lot Covenants, no building, fence, wall, or other structure shall be commenced, extended, or maintained upon any property, nor shall any exterior additions to or change or alteration thereto be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted and approved in writing as to harmony of external design and location in relation to existing structures and topography by the ACC under the purview of the Board of Directors of the Lakevale Estates Community Association. (Declaration of Covenants, Conditions, and Restrictions, Article VII.).

**General Overview**

The Quick Reference Guide below addresses a broad range of exterior modifications for which Members submit an application to the ACC. The chart also lists some smaller projects which do or do not require prior approval.

It is the responsibility of the Members to contact “Miss Utility” prior to digging for projects including, but not limited to, the construction of decks, fences, sheds, landscaping projects, gardens, etc.

# QUICK REFERENCE GUIDE

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| **PROJECT** | **NO APPROVAL REQUIRED** | **REQUIRES APPROVAL**  (See Request for Approval Form found on the [www.lakevale.org](http://www.lakevale.org) website.) |
| Additions |  | Changes in exterior dimensions of the dwelling. |
| Antenna,  Satellite Dishes | Installation, use, and maintenance of antenna (less than 12' above the roof line) or satellite dish (less than one meter in diameter) and screened to minimize visual impact. | Any antenna that is intended to receive AM/FM radio, amateur (“HAM”) radio, Citizens Band (“CB”) radio, and Digital Audio Radio Services (“DARS) signals. Any antenna that will be installed 12 feet or more above the roofline of a structure.” |
| Decks |  | Construction, replacement, extensions or additions. |
| Driveways | Replacement with concrete paving. | Extensions, additions, or paving other than concrete |
| New Additional Structures |  | Freestanding building, garage, barn, lean to, shed, or other structure like treehouses (per Article IV of the Architectural Covenants) |
| Exterior Lighting | Replacement in full with like material. Lamp posts on the front close to driveway must remain and be functioning. | Significant modifications or additions. |
| Exterior Painting | Trim, shutters, doors, garage doors, siding, and sheds in traditional colors that are harmonious with structures in Lakevale Estates. |  |
| Fences | Repair and/or replacement with like material of the same design. | New construction, replacement with unlike material, extensions of or additions to the existing fence boundary. |
| Front Porches, Porticoes | Replacement in full with like material and of the same design. | New construction, extensions or modifications. |
| Front Walks, Rear  Ground-  Level Patios | Replacement, extensions, or additions. |  |
| **PROJECT** | **NO APPROVAL REQUIRED** | **REQUIRES APPROVAL**  (See Request for Approval Form found on the [www.lakevale.org](http://www.lakevale.org) website.) |
| Interior Projects | Any interior projects. |  |
| Landscaping | Planting or removal of trees, shrubs, and flowers. |  |
| Play Equipment and  Swing Sets | Placed behind the rear building line. | Placed on side yard. |
| Roofs | Replacement in full with like material and color. | Solar Panels, metal roofs, all other requests. |
| Storm/ Screen  Doors and  Windows | Replacement within existing structure. |  |

**Application Process**

If the Member has any questions during the application process, they are encouraged to contact the ACC Chair (architecture@lakevale.org). The ACC will always consider the individual merits of each application. The use of these guidelines should assist the Member in gaining timely ACC approval. The Member who follows the guidelines should expect approval or an explanation as to why the application was not approved. In addition to reviewing these guidelines, Members are strongly encouraged to review the Rules and Regulations. The Rules and Regulations are available in the Disclosure Binder given to all new Lakevale residents, and are available on the LECA website, www.lakevale.org, and can be obtained from the current LECA Board Secretary. ACC approval is required before construction can begin. Members should obtain approval from the ACC prior to submitting the permit package to Fairfax County.

Complete the ACC REQUEST FOR APPROVAL FORM which may be obtained from the LECA website or obtained from the ACC. The form outlines required attachments and information to describe the work proposed. Submit this information to the ACC Chairperson along with attachments outlined on the form.

Many modifications or improvements will require Fairfax County approvals and building permits. It is the Member’s responsibility to obtain all approvals and permits as may be required by Fairfax County. Fairfax County authorities must be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. As a reminder, the Member is obliged to comply with Fairfax County ordinances. Note: County approval does not preclude the need for ACC approval. ACC approval does not preclude the need for County approval.

**Application Contents**

A complete application request from a Member shall include the following information.

1. **Detailed Drawings and Plans:** Provide detailed drawing and plans including exterior elevations and dimensions. Include a plat plan showing the location of the construction relative to property lines. A full set of exterior architectural drawings is required for significant projects. A civil site plan, stamped and sealed by a registered Professional Engineer, showing location of proposed new structure in relation to property lines and adjacent houses may be required when new builds, extensive renovations or additions are proposed.
2. **Description:** Description of materials including type of siding on existing structure and proposed structure, color of proposed structure and trim, exterior lighting arrangements, etc. It is required that the final application be a duplicate of those documents which are to be submitted to Fairfax County for a building permit, and should also include colors, materials and drawing or photographs as required, to illustrate the relation of the alteration to the applicant’s house and adjacent houses where necessary. Landscape plans may be required.
3. **Schedule:** Estimated start and completion date.
4. **Contact Information:** Name, phone number, email address and address of applicant.
5. **Neighbor Notification:** The Member is required to review the project with immediate neighbors and to note that review on the appropriate place on the Request for Approval Form.

# Committee Procedures for Evaluation of a Project

1. The ACC has 30 days to review a Request for Approval from a Member. This 30-day period commences from the date that a complete application is received. If the ACC Chair considers the Project Request to be incomplete, the ACC Chair will disapprove it and return it to the Member immediately, with an explanation as to what is considered missing or deficient. The Member may then revise the request as required and resubmit it for consideration. A new 30-day period for the ACC’s review will commence from receipt of the resubmission.
2. Each ACC member shall review the Project Request to ensure that it complies with the Rules and Regulations, these ACC Guidelines and Procedures, and any other rules that may apply to architectural control.
3. The ACC may elect to conduct a site visit to assess the project for the following:
4. location
5. overall effect on community, including sight lines, any changes to grading, location, and external design or harmony of the plan with existing structures
6. confirmation of information on the project proposal.
7. At its discretion, the ACC may require the submission of any additional information deemed necessary to evaluate a request.
8. The ACC, by majority vote, shall approve or disapprove a project request and shall notify the Member in writing within 30 days of receiving a complete application. If the project is disapproved the ACC must state the specific reason(s) for disapproval. In the event the committee or its designated representative fail to approve or disapprove within thirty days after the plans and specifications have been received by it, approval will not be required and the related covenants shall be determined to have been fully complied with. Thereafter, approval shall not be required.
9. Construction on a project approved by the ACC must commence within one year of the date of approval or homeowner must seek renewal of the approval. Construction materials must be stored so that the impact on neighboring properties is minimized. Excess material should be immediately removed after completion of construction.
10. Should Fairfax County require changes to ACC approved plans, the Member must submit the modified plans for ACC review and approval.
11. Any modifications to projects/plans previously approved by the ACC, either before or after construction begins, require a resubmission of those plans to the ACC for approval.

**Complaints, Violations, and Recordkeeping**

1. The Committee will review complaints and violations of the Rules and Regulations and the ACC Guidelines and Procedures. It shall dispose of such complaints or violations promptly, reasonably, and objectively. If a violation is found Members shall be notified and requested to take the necessary corrective action. If after a reasonable time, no corrective action is taken, the ACC shall refer the matter to the LECA Board of Directors.
2. The ACC shall maintain a continuing record by street address of any and all ACC actions on any LECA properties and update those records as appropriate. The Committee shall also maintain a file of all data related to Project Proposals, including copies of data relating to the request, ACC deliberations, and letters of approval, disapproval, or requests for additional information. This file data shall be maintained by the ACC for a period of not less than five years.

**Tear-downs and Replacements**

Members contemplating proposals for the complete tear-down and replacement of a structure should notify the ACC of their intent at the earliest possible time and, if possible, prior to the submission of the application to the ACC. Tear downs and replacements have additional required submissions as well as a scheduled meeting with the LECA Members.

Upon being notified of a Member’s intent to tear down and replace an existing structure, the ACC Chair shall schedule a public meeting at the LECA Clubhouse for the purpose of considering the proposal. The Member is encouraged to ask the architect and/or builder to attend this meeting to answer questions concerning the proposal.

The Member shall submit the items listed above within Application Contents, and such other data as the ACC determines is necessary to conduct a full review. All the data requested must be submitted to the ACC Chair prior to the community meeting. The 30-day period for the ACC’s tear-down and replacement project consideration shall begin after the public community meeting and the receipt by the ACC Chair of all required ACC documents.

**Recommended Language For Leases of Lakevale Estates Lots**

Owners should be aware that their failure, or the failure of any tenant leasing their property in Lakevale Estates, to comply with these LECA Architectural Control Guidelines and other Association rules may lead to the imposition of monetary charges and/or the suspension of privileges to common facilities, such as the swimming pool, pond, and other LECA common grounds in accordance with the Lakevale Estates Community Association Bylaws. Therefore, to ensure that tenants comply with Association rules and regulations, it is strongly recommended that owners include the following language as part of any lease:

*“Tenant [or Lessee] shall comply with the Declaration of Covenants for Lakevale Estates and the Lakevale Estates Rules and Regulations, including the Architectural Control Rules and Guidelines.”*

**Supplemental Guidelines for Proposed Projects.**

Design suitability and acceptability will be based on criteria including, but not limited to, the below.

Scale: the size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings.

Design Compatibility: The proposed improvements must be compatible with the architectural characteristics of existing LECA homes and the traditional/colonial style of the neighborhood setting. Compatibility is defined as similarity of architectural style, quality of workmanship, similar use of materials, color and construction details.

1. Each home shall have an attached single or two-car garage.
2. The roof shall be pitched and shingled. A flat roof is not permitted except over a patio in the rear of the house. A metal roof is not permitted except as an architectural detail over a front entrance or walkway.
3. A modern, box-type house is not permitted.
4. To be compatible with existing homes, brick or stone must be used in at least a portion of the front façade. The use of stucco, EIFS (Exterior Insulation Finishing System), and clay tiles is not permitted.
5. No home shall have more than two levels of living space visible from the street. The first level is defined as beginning at the threshold of the main entrance door, except for split-level homes where the windows of the lower level are above grade. The lower level of split level homes shall be counted as a living level.
6. The 2½-story requirement is determined by a lower floor with the main entrance, an upper floor (generally bedrooms and bathrooms), and a pitched roof. By way of example, the total height of the structure, as measured from the undisturbed soil located at the mid-point of the front façade near the front entrance, shall not exceed 28 feet.
7. The living area square footage shall not exceed 3,800 sq. ft. This includes the lower level of a split-level and a split-foyer home where the windows and doors are above grade. A below grade basement shall not count in this total even if this level has a walk-out rear entrance.