

**POTOMAC GREENS HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW BOARD
FREQUENTLY ASKED QUESTIONS**

What does the Architectural Review Board review?

The Architectural Review Board must review all exterior modifications to your property. The Architectural Review Board reviews requests for modifications to ensure, among other things, alterations are in harmony with the overall appearance of the community. Lot owners must submit an Exterior Modification Application to the Architectural Review Board for approval prior to starting a project.

Are there any projects that do not require Architectural Review Board approval?

Architectural Review Board approval is not required for the repair or replacement of the following existing exterior items if the replacement matches the original exactly in color, style, size and function:

- Exterior paint
- Windows
- Front, storm, deck and garage doors
- Shutters
- Hardy Plank or Brick siding
- Light fixtures
- Exhaust vents
- Metal snow guards
- Gutters
- HVAC units
- Individual roof tile replacement
- Fences
- Doorbells

How do I submit a request for Architectural Review Board approval of my project?

Complete the Potomac Greens Homeowners Association Exterior Modification Application (located on the Potomac Greens Homeowners Association website: <https://potomacgreenshoa.sentrywebsites.com/documents-3/>)

Where do I send an Exterior Modification Application?

Send your completed Exterior Modification Application and all documentation to:

Potomac Greens Homeowners Association
c/o Sentry Management
4401 Ford Ave
Suite 1150
Alexandria, VA 22303

You may also e-mail the Exterior Modification Application and required materials to: cberuete@sentrymgt.com

How long do I have to wait for a decision?

You will receive a decision within 60 days of submission of a fully completed Exterior Modification Application. However, the Architectural Review Board strives to provide decisions more quickly. The more detailed your application is, the quicker a decision can be made.

When does the Architectural Review Board meet?

The Architectural Review Board meets monthly. The Potomac Greens Homeowners Association website will list the meeting dates and times.

When is the deadline for Architectural Review Board submissions?

For projects that require a review during an Architectural Review Board meeting, the deadline for submission is 5 days prior to the next meeting.

When will I know if my project is approved?

Decisions on applications will be e-mailed to the lot owner and sent by regular first class mail within 7 days of the date of approval.

What if my project is not approved?

If your project is not approved, the Architectural Review Board will describe the reasons for disapproval and may suggest changes to your project. Once the changes are made, you may resubmit your application to the Architectural Review Board.

If I disagree, can I appeal an Architectural Review Board decision?

If you disagree with an Architectural Review Board decision, and do not want to modify your plans, you may appeal the decision to the Potomac Greens Homeowners Association Board of Directors within 30 days of the date of the adverse decision.

Do I need approval from both the Architectural Review Board and the City of Alexandria?

Some projects require approval from other entities besides the Architectural Review Board. In some cases you will need three approvals for your project:

1. Approval from the Potomac Greens Architectural Review Board for changes to the exterior of your home.
2. Approval of the City of Alexandria's Board of Architectural Review. Approximately 40% of the homes in Potomac Greens are subject to the rules of the City's Old and Historic Alexandria District (OHAD). Any changes to the exterior of a home in the OHAD must have the approval of the City of Alexandria's Board of Architectural Review. To gain approval for your project

from the Alexandria Board of Architectural Review, you must provide them a letter of approval from the Potomac Greens Architectural Review Board. For more information, please use the following resources:

<https://www.alexandriava.gov/planning/info/default.aspx?id=33280>

<http://alexgis.maps.arcgis.com/apps/MapJournal/index.html?appid=a76d020f1cda47a58121f6b72920e768>

Email: preservation@alexandriava.gov

Call: 703.746.3833

3. Approval (and a permit) from the City of Alexandria. You can contact the Code Enforcement Bureau at (703) 746-4200 to determine if a building permit is needed. More information is available at the following web site:

<https://www.alexandriava.gov/permitcenter/default.aspx?id=55414>