

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

**What does the Architectural Review Board review?**

The Architectural Review Board must review and approve 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

**Can I change the style of my windows?**

The short answer is, it depends. When you propose a change to the style of your windows, we consider, among other things, whether the proposed style of window already exists in the community and how the change relates to neighboring homes. There are a few general guidelines we can share:

The most requested window change request is for internal grids. This is generally approvable as long as the internal grids match the color of the window frame.

In general, the color of your window frame and grids should match the color of your home's trim.

Windows on the front and back of the home should match.

### **Can I change the style or material of my roof?**

Synthetic slate roofs may be replaced with synthetic slate or with architectural asphalt shingles that replicate the look of slate. Examples of acceptable architectural asphalt shingles include CertainTeed Grand Manor and Belmont.

Metal roofs must be replaced in kind with metal roofs.

A replacement roof should match the color of the original roof as closely as possible.

### **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  
7619 Little River Turnpike  
Suite 210  
Alexandria, VA 22003

You may also e-mail the Exterior Modification Application and required materials to: [cberuete@sentrymgt.com](mailto: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 Potomac Greens 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 from 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](mailto: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>