

BY-LAWS
OF
SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

ARTICLE I

SECTION 1. Name and Location of Corporation. The name of this Corporation is Seneca Ridge Homeowners Association, Inc., hereafter in these By-Laws sometimes called “the Association” or “the Corporation”. Its principal office is located at 4200 Daniels Avenue - Suite 300, Annandale, Virginia 22003.

ARTICLE II

SECTION 1. Purpose. The purpose of this Corporation is to provide for the preservation, maintenance and management of certain community land and facilities located with the community known as “Seneca Ridge”, in Loudoun County, Virginia, and to provide architectural control for the residential properties located therein, to promote the health, safety and welfare of the residents of said communities and to provide for the exterior maintenance of the residential properties located therein, all consonant with the provisions of its Articles of Incorporation, these By-Laws and the Declaration of Covenants and Restrictions hereinafter mentioned.

ARTICLE III

SECTION 1. Eligibility, Classes and Voting Rights. The Association shall have two classes of voting membership:

(a) With the exception of the Declarant, every person, group of persons or entity who is a record owner of a fee interest in any Lot which is or becomes subject by covenants of record to assessment by the Association shall be a Class A member of the Association, provided however, that any such person, group of persons, or entity who holds such interest solely as security for the performance of an obligation shall not be a member on account thereof and provided further that any person, group of persons or entity who holds such an interest in any Lot designated as common areas shall not be a member on account thereof. Class A member shall be entitled to one vote for each Lot in which they hold the interest required for membership. In the event that more than one person, group of persons or entity is the record owner of a fee interest in any Lot, then the vote for the membership appurtenant to such Lot shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any Lot.

(b) The Class B members shall be the Declarants who shall be entitled to three votes for each Lot in which they hold the interest otherwise required for Class A membership, provided however, that the Class B membership shall lapse and become a nullity of the first to happen of the following events:

(i) When the total votes outstanding in the Class A membership equal the total votes outstanding in the Class B membership;

(ii) On 31 December 1989; or

(iii) Upon affirmative relinquishment by all Class B members by document recorded in the Office of the Clerk of the Circuit Court for Loudoun County, Virginia.

SECTION 2. Assessments. The rights of the membership are subject in all respects to the payment of initial, annual and special assessments levied by the Association, the obligation of which assessments is imposed upon each Class A member and becomes a lien upon the Lot against which such assessments are made as more fully provided in Article V and Article VI of the Declaration of Covenants and Restrictions dated the 19th day of May, 1983, to be recorded among the land records of Loudoun County, Virginia.

SECTION 3. Suspension of Membership Rights. The membership rights of any person whose Lot is subject to assessments as hereinabove set forth, whether or not he be personally obligated to pay such assessments, may be suspended by action of the Board of Directors during the period when assessments remain unpaid, provided, however, that upon full payment of any such delinquent assessments, his membership rights shall be automatically restored. In the event the Board of Directors shall adopt and publish rules and regulations governing the use of the community facilities, and the personal conduct of any person thereon, as it is hereinafter empowered to do, it may, in its discretion, suspend the rights of any member or other person for violation of such rules and regulations for a period not to exceed sixty (60) days.

SECTION 4. Lien. The Corporation shall have a lien on each outstanding Class A membership in order to secure payment of any sums which shall be due or become due from the holders thereof for any reason whatsoever. Nothing herein contained shall prohibit or stop the Corporation from asserting any other lien which may inure to it.

ARTICLE IV

MEETING OF THE MEMBERS

SECTION 1. Place of Meetings. Meetings of the membership shall be held at the

principal office or place of business of the corporation or at such other suitable place convenient to the membership as may be designated by the Board of Directors.

SECTION 2. Annual Meetings. The first annual meeting of the members of the Corporation shall be held on the second Tuesday of the third month following the lapse of all Class B memberships in the Corporation, and shall, if not sooner held, be held within one year from the date on which the Articles of Incorporation of the Corporation were accepted for filing by the State Corporation Commission, of the Commonwealth of Virginia. Thereafter, the annual meeting of the members of the Corporation shall be held on the same day of the same month each succeeding year. If the day for the annual meeting shall fall upon a holiday, the meeting will be held on the first day following which is not a holiday. At such meeting, a Board of Directors shall be elected by a ballot of the members in accordance with the requirements of Section 5 of Article V of these By-Laws. The members may also transact such other business of the Corporation as may properly come before them.

SECTION 3. Special Meetings. It shall be the duty of the President to call a special meeting of the members when directed so to do by a resolution of the Board of Directors or upon the written request of at least twenty-five percent (25%) of the members, of all classes, which request shall be presented to the Secretary. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No other business shall be transacted at any special meeting.

SECTION 4. Notice of Meetings. At least fifteen (15), but not more than sixty (60) days prior to each annual or special meeting of the members of the Corporation, it shall be the duty of the Secretary to send notice thereof by ordinary mail, postage prepaid, to each member at his address as it appears on the books of the Corporation. Such notice shall set forth the time, place and purpose of the meeting. Notice may also be accomplished by delivery of the same to the member at his residence. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting, the purpose of the meeting.

SECTION 5. Quorum. The presence, either in person or by proxy, of at least twenty percent (20%) of the members of record of all classes of the Corporation shall be requisite for, and shall constitute a quorum for the transaction of business at all meetings of members. If the number of members at a meeting is less than that required for a quorum, and the question of quorum is raised, no business may

thereafter be transacted. Any duly organized meeting of members may continue to do business until adjournment notwithstanding the fact that sufficient members withdraw to leave less than quorum.

SECTION 6. Adjourned Meetings. If, at any regular or special meeting of the members of the Corporation, there be less than a quorum present, a majority of those members present and entitled to vote may adjourn the meeting to a time not less than forty-eight (48) hours from the time the original meeting was called, at which time the quorum requirement shall be ten percent (10%) of the members of record of all classes of the Corporation and any business which might lawfully have been transacted at the meeting as originally called may be transacted without further notice.

SECTION 7. Voting. At any meeting of the members of the Corporation, each Class A member present, either in person or by proxy, shall have the right to cast one vote for each Class A membership of which he appears the owner on the books of the Corporation and never more than one vote. The Class B members shall have the right to cast three votes for each Class B membership of which they appear the owner on the books of the corporation. The vote of the majority of those present, either in person or by proxy, shall decide any question brought before the meeting, unless the question is one upon which a different vote is required by express provision of the General Laws of the Commonwealth of Virginia or of the Articles of Incorporation or of these By-Laws or of the Declaration of Covenants and Restrictions hereinabove mentioned.

SECTION 8. Suspension of Voting Privileges. Upon resolution of the Board of Directors, no member shall be eligible to vote or to be elected to the Board of Directors who is shown on the books of the Corporation to be more than thirty (30) days delinquent in the payment of any assessments due the Corporation.

SECTION 9. Proxies. A member entitled to vote may do so in person or by proxy executed in writing by the member or his attorney-in-fact. No proxy shall be valid after eleven (11) months from its date of execution and any proxy shall automatically become a nullity upon the sale by a member of the Lot to which his membership is appurtenant. A member may appoint as his proxy only a member of his immediate family or household, a director of the Corporation or a tenant of the Lot to which the membership to be voted by proxy is appurtenant. Any proxy must be filed with the Secretary prior to the appointed time of each meeting.

SECTION 10. Order of Business. The order of business at all regular meetings of

the members of the Corporation shall be as follows:

- (a) Roll Call
- (b) Proof of notice of meeting or waiver of notice
- (c) Reading of minutes or preceding meeting
- (d) Reports of officers
- (e) Report of committees
- (f) Election of directors
- (g) Unfinished business
- (h) New business

In the case of special meetings, items (a) through (d) shall be applicable and thereafter the agenda shall consist of the items specified in the notice of meeting.

ARTICLE V

DIRECTORS

SECTION 1. Number and Qualification. The affairs of the Corporation shall be governed by a Board of Directors composed of not less than three persons nor more than nine persons, as the members shall from time to time determine. From and after the second annual meeting of members of the Corporation, a majority of the Board of Directors shall be members of the Corporation.

SECTION 2. Powers and Duties. The Board of Directors shall have all the powers and duties necessary for the administration of the affairs of the Corporation and may do all such acts and things as are not by law or by these By-Laws directed to be exercised and done by the members. The powers of the Board of Directors shall include, but not be limited to the following:

- (a) To call special meetings of the members whenever it seems the same to be necessary and whenever requested in writing so to do by at least twenty-five percent (25%) of the voting membership, as herein elsewhere provided.
- (b) To elect and remove at pleasure all officers of the Corporation, fix their compensation, if any, and require of them such security or fidelity bond as it may deem necessary or expedient.
- (c) To engage and remove at pleasure all agents and employees of the Corporation upon such terms as the Board may determine.
- (d) To establish, levy and collect the assessments referred to in Section 3 of

the Article III of these By-Laws.

- (e) To authorize in their sole and exclusive discretion, patronage refunds from residual receipts when and as reflected in the annual report.
- (f) To establish and promulgate such rules and regulations pertaining to the use of the community facilities and the personal conduct of the members and their guests thereon as may be deemed proper and which are consistent with these By-Laws, the Articles of Incorporation and the Declaration of Covenants and Restrictions.
- (g) To suspend membership rights for cause. The duties of the Board of Directors shall include, but not be limited to the following:
- (h) To cause to be kept a complete record of all of its acts and corporate affairs which record shall be available to the members for inspection at reasonable times.
- (i) To supervise all officers, agents and employees of the Corporation, and to see that their duties are properly performed.

SECTION 3. Duty to Fix Assessments. As more fully set out in the Declaration of Covenants and Restrictions, it shall be the duty of the Board of Directors of this Corporation:

- (a) To fix the amount of the assessment against each Lot for each assessment period at least thirty (30) days prior to the beginning of such period.
- (b) To prepare a roster of the Lots and the assessments applicable thereto which shall be kept in the office of the Association and be available for inspection by any members at reasonable times.
- (c) To send, by ordinary mail, postage prepaid, a written notice of each assessment to the owner of the Lots subject thereto.
- (d) To issue or cause to be issued, upon demand by any person and payment of such fee as the Board may from time to time require, a certificate setting forth whether or not the assessments against any Lot have been paid.

SECTION 4. Management Agent. The Board of Directors may employ for the Corporation a management agent (the "Management Agent") at a rate of compensation established by the Board of Directors to perform such duties and services as the Board of Directors shall authorize, including, but not necessarily limited to, the duties set out in sub-sections (a) through (i) of Section 2 of this Article and (a) through (d) of

Section 3 of this Article.

SECTION 5. Election and Term of Office. The term of the Directors named in the Articles of Incorporation shall expire when their successors have been elected at the first annual meeting or any special meeting called for that purpose. At the first annual meeting of the members the term of office of one Director shall be fixed at three (3) years, the term of office of one Director shall be fixed at two (2) years, and the term of office of one Director shall be fixed at one (1) year. At the expiration of the initial term of office of each respective director, his successor shall be elected to serve a term of three (3) years. The Directors shall hold office until their successors have been elected and hold their first meeting.

SECTION 6. Vacancies. Vacancies in the Board of Directors caused by any reason other than the removal of a Director by a vote of the members shall be filled by a vote of the majority of the remaining Directors whether or not such remaining Directors constitute a quorum. Any Director so elected shall serve until a successor is elected by the members at the next annual meeting or at any special meeting duly called for that purpose.

SECTION 7. Removal of Directors. At any regular meeting, or at any special meeting duly called for such purpose, any Director may be removed by the affirmative vote of the majority of the members entitled to vote at such meeting and a successor may then and there be elected to fill the vacancy thus created and to serve out the unexpired portion of the term of the Director so removed. The term of any Director who becomes delinquent in the payment of any assessment due to the Association shall be automatically terminated and the remaining Directors shall elect his successor pursuant to the provisions of Section 6 of this Article.

SECTION 8. Compensation of Directors. No Director shall receive compensation for any service he may render the Corporation. A Director may be reimbursed for his actual expenses incurred in the performance of his duties as a Director.

ARTICLE VI

DIRECTOR'S MEETINGS

SECTION 1. Organizational Meeting. The first meeting of a newly elected Board of Directors shall be held within ten (10) days following election at such time and place as shall be fixed by the Directors at the meeting at which they were elected. No notice shall be necessary to the newly elected Directors in order to legally constitute

such meeting, provided that a majority of the Board of Directors shall be present.

SECTION 2. Regular Meetings. Regular meetings of the Board of Directors shall be held at least once during each fiscal year at such time and place as shall be fixed by a majority of the Board of Directors. Notice of regular meetings of the Board of Directors shall be given to each Director, by ordinary mail, postage prepaid, at least ten (10) days prior to the day named for such a meeting.

SECTION 3. Special Meeting. Special meetings of the Board of Directors may be called by the President of the Corporation or by a majority of the Board of Directors upon five (5) days notice to each Director, which notice shall fix the time, place and purpose of the meeting.

SECTION 4. Quorum. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If, at any meeting of the Board of Directors, there be less than a quorum present, the majority of those present may adjourn the meeting from time to time. At such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

SECTION 5. Waiver of Notice. Before, at, or after any meeting of the Board of Directors, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of notice. Attendance by a Director at any meeting of the Board, or any approval of the minutes thereof shall be a waiver by such Director of notice of the time, place and purpose thereof, unless he attends for the express purpose of objection to the transaction of business thereat on the basis that the meeting was not been lawfully called.

SECTION 6. Action Without Meeting. Any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if all the members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.

SECTION 7. Fidelity Bonds. The Board of Directors may require that all officers and employees of the Corporation handling or responsible for corporate funds shall furnish adequate fidelity bonds. The premiums on such bonds shall be paid by the Corporation.

ARTICLE VII

OFFICERS

SECTION 1. Designation. The principal officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. The President and Vice President shall be elected from the Board of Directors. The Board may appoint an Assistant Treasurer, and an Assistant Secretary and such other officers as in their judgment may be necessary. The office of Treasurer and Secretary may be filled by the same person.

SECTION 2. Election of Officers. The officers of the Corporation shall be elected annually by the Board of Directors at the organization meeting of each new Board and shall hold office at the pleasure of the Board.

SECTION 3. Removal of Officers. Upon an affirmative vote of a majority of the members of the Board of Directors, any officer may be removed, either with or without cause, and his successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board called for such purpose.

SECTION 4. President. The President shall be the chief executive officer of the Corporation. He shall preside at all meetings of the members and of the Board of Directors. He shall have all of the general powers and duties which are usually vested in the office of the President of a corporation including, but not limited to, the power to appoint committees from among the membership from time to time as he may, in his discretion, decide are appropriate to assist in the conduct of the affairs of the Corporation.

SECTION 5. Vice President. The Vice President shall take the place of the President and perform his duties whenever the President shall be absent or unable to act. If neither the President nor the Vice President is able to act, the Board of Directors shall appoint some other member of the Board to so do on an interim basis. The Vice President shall also perform such other duties as he shall, from time to time, be charged with by the Board of Directors.

SECTION 6. Secretary. The Secretary shall keep the minutes of all meetings of the Board of Directors and the minutes of all meetings of the members of the Corporation; he shall have custody of the seal of the Corporation; he shall have charge of the membership transfer books and of such other books and records as the Board of Directors may direct; and he shall, in general, perform all the duties incident to the

office of Secretary.

SECTION 7. Treasurer. The Treasurer shall have responsibility for corporate funds and securities and shall be responsible for keeping complete and accurate records and accounts of all receipts and disbursements in books belonging to the Corporation.

The Treasurer shall receive and deposit, in the name and to the credit of the Corporation, all monies of the Corporation in such depositories as may from time to time be designated by the Board of Directors. The Treasurer shall disburse such funds as directed from time to time by resolution of the Board of Directors, provided however, that a resolution of the Board of Directors shall not be necessary for disbursements made in the ordinary course of business.

ARTICLE VIII

MISCELLANEOUS

SECTION 1. Corporate Seal. The Board of Directors shall provide a suitable corporate seal containing the name of the Corporation and the place and year of its inception, which seal shall be in the custody of the Secretary. If so directed by the Board of Directors, a duplicate of the seal may be obtained and kept in the custody of any other officer.

SECTION 2. Fiscal Year. The fiscal year shall begin on the first day of January every year, except that the first fiscal year of the Corporation shall begin at the date of incorporation. The commencement date of the fiscal year herein established shall be subject to change by the Board of Directors should corporate practice subsequently dictate.

SECTION 3. Audit. At the close of each fiscal year the books and records of the Corporation may be audited by a Certified Public Accountant or other person acceptable to the Board of Directors, whose report will be prepared and certified in accordance with the requirements of the board.

SECTION 4. Books and Records. The financial statements, books and membership records of the Corporation shall be available at the principal office of the Corporation or at such other place as the Board of Directors may designate for inspection at reasonable times by the members.

SECTION 5. Execution of Corporate Documents. With the prior authorization of the Board of Directors, all notes, deeds, leases, contracts and other documents shall be executed on behalf of the Corporation by either the President or Vice President, and all checks and other drafts shall be executed on behalf of the Corporation by such officers, agents or other persons as are from time to time by the Board of Directors authorized so to do.

SECTION 6. Committees. The Board of Directors may appoint such committees (including standing committees) as it considers necessary or appropriate from the membership of the Association, each of which shall consist of a chairman and at least two (2) other members and shall include at least one (1) member of the Board of Directors. Any committee so appointed shall serve at the pleasure of the Board of Directors.

SECTION 7. Indemnification of Officers, Directors, Employees and Agents. The Corporation shall indemnify any person who is made a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative, or investigative, by reason of the fact that he is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding except for his gross negligence or willful misconduct. This indemnification shall continue as to a person who has ceased to have the capacity referred to above and shall inure to the benefit of the heirs, executors and administrators of such person.

SECTION 8. Conflict. In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles shall control; and in the case of any conflict between the declaration of Covenants and Restrictions referred to in Section 3 of Article III hereof and these By-Laws, the Declaration of Covenants and Restrictions shall control.

SECTION 9. Amendment. These By-Laws may be amended by the affirmative vote of the majority of the membership of any regular or special meeting. Amendments to these By-Laws may be proposed by the Board of Directors or by a written request to them signed by at least twenty-five percent (25%) of the membership. A description of any proposed amendment shall accompany the notice of any regular or special meeting at which such proposed amendment is to be voted upon.

SENECA RIDGE HOMEOWNERS ASSOCIATION

SUBJECT: ARCHITECTURAL REVIEW PROCEDURES

Dear Homeowner:

This is to remind you that when you bought your home, you took title subject to a certain Declaration of Covenants and Restrictions which were dated May 19, 1982, and shortly thereafter recorded in the land records of Loudoun County, Virginia.

Under Section 1 of Article VII of these Restrictions, if you contemplate construction or maintaining of any “building, fence, wall or other structure” or “any exterior addition to or change (including any change in color) or alteration therein”, you must first submit the plans and specifications showing the nature, shape, height, color and location of same to, and obtain the approval in writing as to the harmony of external design, color, and location in relation to the surrounding structures and topography of, the Board of Directors of the Association, or of a committee composed of not less than three persons appointed by the Board.

Such a committee has been appointed by the Board and, effective the date of this notice, you should make your submissions to the chairman at the following address
SRHOA
PO Box 650116
Sterling, VA 20165.

The Committee has 30 days to act upon a submission. While failure of the committee to notify an applicant of approval or disapproval within said 30 days of submission will constitute approval and compliance with the restrictions, the committee intends to act promptly and will issue approval/denial letters as expeditiously as possible.

We suggest that submission be made by mail, addressed to the committee chairman. In this regard, we recommend the use of certified mail, return receipt requested. If a personal submission should be made the homeowner should ensure that he or she

obtains a dated receipt from the committee chairman. The 30 day period will commence running with the date of personal deliveries or the postmark in the case of mailed submissions. Slightly revised guidelines for submission are enclosed for your use.

Please contact the committee chairman or any Board member if you have any questions.

NOTE

WITH THE EXCEPTION OF PROPOSALS WHICH HAVE PREVIOUSLY BEEN DENIED ALL IMPROVEMENTS COMPLETED OR IN PROGRESS AS OF THE DATE OF THIS NOTICE WILL NOT REQUIRE THE APPROVAL OF THE ARCHITECTURAL REVIEW COMMITTEE. THE COMMITTEE REQUESTS, HOWEVER IF YOU HAVE COMPLETED PROJECTS OR HAVE PROJECTS IN PROGRESS AS OF THIS DATE WHICH WERE NOT APPROVED IN ADVANCE THAT YOU SUBMIT A COPY OF THE PLANS IN ACCORDANCE WITH THE ENCLOSED GUIDELINES SO THAT THE COMMITTEE MAY HAVE ACCURATE RECORDS OF WHAT HAS BEEN DONE TO DATE. PREVIOUSLY DENIED PROPOSALS MAY BE SUBMITTED TO THE COMMITTEE FOR RECONSIDERATION.

SENECA RIDGE BOARD OF DIRECTORS

1-29-97

GUIDELINES FOR SUBMITTING FOR APPROVAL
OF EXTERNAL MODIFICATIONS AND IMPROVEMENTS
TO PROPERTIES IN SENECA RIDGE SUBDIVISION

Prior to filing an application with Loudoun County for any permits required for planned work, and including planned work not requiring permits, submit to the Architectural Review Committee for review and approval all plans for any of the following:

1. Changes in the building façade, including but not limited to windows, doors, siding materials and colors, roofing materials and colors, and exterior paint colors.
2. Additions of all types, such as rooms, garages, porches, decks, storage sheds, chimneys.
3. Window dormers, shed dormers, and other restructuring of the roof.
4. Detached, free-standing structures such as gazebos, garages, storage sheds, tree houses, clubhouses, playhouses, and any other accessory structures, including free-standing trellis or arbor structures.
5. Retaining walls, screen walls, fences, terraces, patios, and outdoor fireplace/barbecue structures.
6. Swimming pools, pool/pond/waterfall landscape features.
7. Satellite dishes and exterior antennas.

While the Committee does not concern itself with interior work, it cautions the homeowner not to attempt to perform any work that requires a permit, such as electrical, plumbing, mechanical, or structural without first obtaining the required approval and permit(s) for the specific work to be done. Proceeding without required permits 1) is a violation of applicable law, 2) is dangerously foolhardy, with the potential of serious injury, 3) can seriously compromise the homeowners' insurance coverage, in some instances voiding the agreement, and 4) may even violate the mortgage agreement. At best, it is a risky alternative, and the consequences should not be viewed lightly.

The Committee has developed an APPLICATION form to assist homeowners in connection with their proposals. Thus, a typical submission to the Architectural Review Committee will include two copies of the following:

1. The APPLICATION FOR ARCHITECTURAL IMPROVEMENT form - note the important additions, instructions and requirements on the reverse of the form.
2. PLOT PLAN - in its simplest form this can be a copy of the recorded plat (this was a part of each homeowners' settlement package) with the proposed improvement(s) illustrated at the same scale as the plat, usually 1"=30'. Whatever the form of the plot plan, it must include the lot number, street address, north indication boundary lines with compass bearings and distances, dimensions locating the house on the property, and the proposed improvement relative to the house and the closest boundary line(s), and any easements on the property.
3. PROJECT DRAWING(S) - two drawings prepared as close the scale as possible, usually ¼"=1', upon which will be illustrated a plan, and elevation view of each exposed side of the proposed improvement, whatever details are necessary to explain the construction (drawn at a larger scale, usually ¾"=1' or 1 ½" = 1', or other suitable scale), notes identifying all materials to be used in the project, and a proposed color scheme.
4. SAMPLES - unless not available, include samples of the colors proposed for use. For factor pre-finished items submit actual samples of the items proposed for use.

Following normal procedure, the homeowner will submit the project application to any member of the Committee. Unless the nature or magnitude of the proposed improvements should require full committee review, the project application will be reviewed by that Committee member in consultation with the chairman. Under normal circumstances the application will receive a reply within 30 days.

After receive of approval from the Committee, the homeowner may apply for any required permit(s) from the County and proceed accordingly.

Seneca Ridge Homeowners Association
Board of Directors

Control #:

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Seneca Ridge Homeowners Association - Architectural Review Committee
APPLICATION for ARCHITECTURAL IMPROVEMENT

All applications, drawings, etc. must be submitted in DUPLICATE.
Additional instructions are on the reverse of this form.

--

Name: _____ Date: _____

Address: _____

House Model: _____ Phone (H): _____ (W) _____

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DESCRIPTION OF PROPOSED IMPROVEMENT:

Estimated Starting Date: _____ Estimated Completion Date: _____

Present Exterior Colors: _____
Proposed Exterior Colors: _____

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I AGREE TO COMPLY WITH THE DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS, ARC GUIDELINES, AND LOCAL
BUILDING CODES IN MAKING THE ABOVE IMPROVEMENT. PERMISSION
IS HEREBY GRANTED FOR MEMBERS OF THE ARCHITECTURAL REVIEW
COMMITTEE AND APPROPRIATE SRHOA STAFF TO ENTER UPON MY
PROPERTY TO MAKE REASONABLE INSPECTION OF THE REQUESTED
IMPROVEMENT LOCATION(S).

Owner's Signature:

 -
 COMMITTEE USE ONLY

Date received: _____ Action Taken:

 Received by: _____

2/3/96

INSTRUCTIONS for the
 APPLICATION for ARCHITECTURAL IMPROVEMENT

- Applications, drawings, plats, pictures, etc. must be submitted in duplicate. Upon committee action, one copy of all materials submitted will be returned to the applicant.
- Drawings should be as close to scale as possible.
- Provide ALL dimensions, including height, roof slope, etc. for new construction.
- Copies of plats will be required for new construction, including additions to a present structure, new structures on the lot (playhouses, sheds, etc.) fences, etc. Area of proposed construction must be indicated on the plat. Plats are NOT required for paint changes, storm windows, rafter enclosures, etc.
- Fence applications must indicate existing fences on adjoining lots. Concurrence of adjoining lot owners MAY be required for fence applications, where a new fence will touch on a property line. Proposed fences that will adjoin an existing fence must have the approval of the adjoining property owner.
- Provide a list of all materials to be used in the proposed construction.
- Present colors and any proposed colors MUST be indicated, by including actual color samples.
- Photographs of existing conditions are helpful to the Architectural Committee for determining approval of exterior modification, but these are not required.
- Changes in grade or other conditions that will affect drainage MUST be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

Submit your application to:

Architectural Review Committee
Seneca Ridge Homeowners Association
P.O. Box 992
Sterling, VA 20167