APPENDIX E: VARIANCE REQUEST GUIDELINES

PLEASE READ THIS DOCUMENT IN ITS ENTIRETY.

When homeowners want to make modifications, improvements, or architectural changes to their unit, including but *not limited* to new window installations, door replacements, or significant structural or floor plan changes, they are required to notify the Board of Directors in writing, through the Management Office, if any, or through the President of the Board of Directors, if no management agent is employed. The Board of Directors shall have the obligation to answer within thirty (30) days and failure to do so within the stipulated time shall mean that there is no objection to the proposed modification or alteration.

The Board of Directors shall have the authority to determine if proposed changes conform to the architectural standards of the community.

This requirement is to ensure that a proposed project does not negatively impact the neighboring units;, that permits from Arlington County have been granted (when needed), and that the project results remain in compliance with the Arbor's Architectural Guidelines.

While the remodeling or construction work is going on, the Arbor requests the homeowner ask the contractor to be mindful of their neighbors and the impact of the work on
them. We have found it is a good policy to let the neighbors know that a contractor will be
working in your unit and there will be some noise and disruption. Please ask the contractor to
limit the work hours to between 7:30 a.m. and 6:00 p.m. **Please talk with your contractor about parking spaces and when delivery of materials will take place**.
The contractor is responsible for **cleaning up** . There is no dumping of materials into the storm or sanitary sewer system. No items should be left for our trash removal company beyond regular trash.
Driving on the common area's lawn is not allowed.

Variance requests should be submitted by the first of the month to the General Manager
for an initial review, he will let the homeowner know if additional information is needed before the application is submitted to the Board.
The Board will review the submission and vote on it at the next regular monthly board meeting (fourth Monday of every month) and issue the approval/rejection form at that time. The homeowner will receive a response from the Arbor within 30 days of submitting a variance as called for in the Association's Bylaws.

Please keep in mind that incomplete applications will be rejected and returned to the applicant to be resubmitted once complete.

The following is the list of items that must be included in your application when submitting a variance request for work to be performed in your unit or patio area:

1. General description of the repair/renovation, this can be your own description - e.g.,

   a. Renovate kitchen including replacing existing countertop, cabinets, appliances, and floor.
   b. Renovate the kitchen, including knocking out the existing wall between the kitchen and dining area, installing a new countertop, cabinets, appliances, and floor.
   c. Replace insulation and flooring in attic
   d. Renovate existing attic space into a bedroom and installing bathroom
   e. Renovate bathroom including remove and install new bathtub, sink, cabinets
   e. Renovate patio slab
   f. Renovate common area landscaping

   You do not need a Variance Request for replacing appliances or HVAC units or simple household repairs such as replacing a broken toilet or water heater.

2. Documents to be provided with variance request

   a. Variance Request Form
   b. Date job is slated to start
   c. Copy of contractor's license
   c. Copy of contractor's insurance certificate
   d. Copy of contract detailing the work to be performed (You may block out the cost of the contract)
   e. drawings with quantities, dimensions, and material specifications identified
   e. architect's rendering if available

3. If you are requesting to renovate common area landscaping, you must provide a drawing or sketch of the area which labels and identifies the locations and quantities of proposed plants, species of proposed plants, and sizes of each proposed new plant. You must also label and identify all existing plants, buildings, fences, utility boxes, and other common area elements.

4. If you are requesting to remove a load-bearing wall in your unit, you must provide a statement from a licensed, professional engineer stating that the proposed renovations or modifications will not compromise the unit/building's structural integrity. You must also provide details about how the structure's integrity will be maintained once the load-bearing wall is removed and ensure that all applicable building codes will be met.

4. If there are any construction materials to be delivered that need to be stored, please make sure they are placed in your patio area to not interfere with your neighbors and maintain the common grounds' safety. If other arrangements need to be made, please coordinate with the facilities manager.

5. Permits (if required):
   Once the variance request has been granted, the contractor will take the approval form to Arlington County, and they will issue the permits. Please make sure to give the facilities manager a copy of the permit for your files. In some cases, the County may issue a permit without the approval form from the Arbor.

6. Water shutoffs should be done within the unit. If the unit's shutoff valve is inoperable, the water can be shut off outside the unit as long as the main valve is repaired before other plumbing work is done. Notify the facilities manager three days in advance if water needs to be turned off in the Court in order to effect repairs or renovation.

If this is an emergency repair or you / contractor have a specific deadline, please let the facilities manager know so that the Board can expedite the process if necessary.

If you have any questions about whether you should request an official variance, please contact the facilities manager to discuss the situation.

Fairlington Arbor Management
Office: 703-671-1575
facilities.fairlingtonarbor@gmail.com

FAIRLINGTON ARBOR
MOST COMMON VARIANCE REQUESTS & TIPS

1) Kitchen Renovations:

If you are removing the wall between the kitchen and living room, in addition to the required documentation above, you must include a report from the architect or engineer that confirms the wall is not a load-bearing wall and that can be safely removed or modified.

2) Doors Replacement:

If you are replacing any exterior doors, in addition to the required documentation above, you must provide details in regards to the frame and trim that will be installed with the new door. The molding (trim) must be identical to the current round trim displayed on all doors (front and back) at the Arbor. You must also provide the color codes that will be used to paint the new doors.
For your convenience, you can check the Arbor's door replacement policy on the Arbor's website or request a copy from the management office.

3) Windows Replacement:

If you are replacing any exterior windows, in addition to the requirements described above, please make sure you provide documentation that confirms that the new windows will be six over six pane patterns formed by grid bars approximately ¾ inches wide. Please make sure also to include the color and material of the new windows.
For more information about the Arbor's window replacement guidelines, see Architectural Policies on Page 28.of this Handbook.

4) Attic Conversions:

If you plan to make changes to your attic space, you must submit detailed architectural plans. Please keep in mind that the roof and its components, including vents, may not be altered in any way. If you plan to use the existing vents on the roof for any ventilation purposes, you must submit details on how you plan to do so.

Remember, including as many details as possible on your Variance Request application will save you time during the approval process. Pictures are always welcome.