

The Second Gate Post Estates  
Homeowners Association  
P.O. Box 1081  
Centreville, VA 20122

January 2008

Dear Homeowner,

Enclosed please find the updated Architectural Guidelines and Standards (Guidelines) for the Second Gate Post Estates community. These Guidelines were adopted by the Board of Directors (Board) in December 2007, in accordance with the neighborhood protective covenants. These updates reflect a 2-year long effort by the Architectural Review Board (ARB) and Board along with an attorney review, a neighbor review and comment period, a task group critique, and community town hall discussion in April.

The Board, ARB, and many of our Gate Post neighbors understand that updates were needed to the architectural guidelines to address our aging homes, our changing community, new products and technologies, and to make the document an easier-to-read reference tool. These guidelines are now in effect and will be used as the ARB's standards for future walk-throughs and request for modification applications.

The Board understands that some aspects of the Guidelines represent new details that were not explicit in older versions of the Guidelines. The Board recognizes that newer homeowners may have also purchased a home that is now out of conformance with the Guidelines. Other homeowners may have been confused or unsure as to which changes, improvements, or modifications to their homes needed ARB approval. Because it is in no one's best interest for a homeowner to be in a cycle of continual non-compliance, the **Architectural Grandfather** program is being introduced.

Please read the attached description of the Architectural Grandfather program and return the forms and supporting documentation to the ARB, if needed for your property.

Board of Directors  
Second Gate Post Estates  
Home Owners Association

## **Architectural Grandfather Program**

The purpose of the Architectural Grandfather Program is to grandfather, or incorporate, certain changes, improvements, or modifications that may have been made to a property in the past without ARB approval. These requests will be reviewed under former guidelines with a tendency towards practical implementation (for example, an un-approved deck will not be required to be torn down). If approved, acceptance of these changes, improvements, or modifications will be made part of the property's permanent file and will not be addressed as a violation in future ARB citations. If not approved, the homeowner will be asked to remedy the non-conforming item in accordance with the Guidelines. A homeowner who is not granted Architectural Grandfather status may appeal the decision of the ARB in accordance with Section 11 of the Guidelines.

**What will be considered for the "Grandfathered Program"?** ---- Architectural issues that are related to the permanent structure or physical installation such as additions, decks, fences, new windows, hot tubs, sheds, communications devices, sidewalks, patios, exterior lighting, paint colors, new roofing, updated landscaping, etc, are candidates for Grandfather approval. Non-conforming items that are approved during the Architectural Grandfather Program shall not serve as precedence for future ARB decisions.

**What will NOT be considered for "Grandfather Program" ?** ---- Maintenance issues such as dirt, mildew, weeds, broken items, deficient paint, trash removal, discarded items, improperly parked vehicles, boats, trailers, etc., will not be grandfathered and are not candidates for the Architectural Grandfather Program.

**What do I do now?** ---- Attached you will find a summary report of the modifications that have previously been approved and are on file for your property. Any homeowner wishing to review the detailed application and approval for modifications to their property may schedule an appointment with the ARB chairperson to review the file. If you are aware of other changes, improvements, or modifications to your property that are not on file with the ARB, you are asked to submit the following form for the Architectural Grandfather Program. These forms must be received by the ARB by **April 4, 2008**. This is a one-time only program. After this period, non-conforming architectural issues will be cited in accordance with the revised Guidelines Section 9. Once reviewed, one copy will be returned to the homeowner and another copy will be placed in the property's ARB file.

Documentation for any request for Architectural Grandfather Program can be scanned and e-mailed to [arb@gatepostestates.org](mailto:arb@gatepostestates.org) or sent through US mail to:

The Second Gate Post Estates Homeowners Association  
Attention: ARB  
P.O. Box 1081  
Centreville, VA 20122

Any questions on what items should be included for the Architectural Grandfather Program should be sent by e-mail at [arb@gatepostestates.org](mailto:arb@gatepostestates.org)

## Application for Grandfather of Non-Conforming ARB Items

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_

ARB Section Number \_\_\_\_\_ (from section 7, Architectural Standards & Guidelines)  
Non-conforming item (please describe) \_\_\_\_\_

- Item was installed/ existed prior to current owner purchasing home
- Current owner was unaware that approval was needed
- The guideline for this item has been changed
- Other (please describe) \_\_\_\_\_

ARB Action/ Comment/ Follow-Up \_\_\_\_\_

ARB Approval \_\_\_\_\_ Date \_\_\_\_\_

ARB Section Number \_\_\_\_\_ (from section 7, Architectural Standards & Guidelines)  
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- Current owner was unaware that approval was needed
- The guideline for this item has been changed
- Other (please describe) \_\_\_\_\_

ARB Action/ Comment/ Follow-Up \_\_\_\_\_

ARB Approval \_\_\_\_\_ Date \_\_\_\_\_

Please make as many copies of this sheet as required. Include any supporting documentation that will assist the ARB in reviewing your grandfather request.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_