

Dear Neighbors:

The policies of the Architectural Approval Committee (AAC) are given below for your information. An approval form is attached for your convenience when submitting a project for approval.

Shelter Lakes is a unique and highly desirable community with lot sizes that provide space to breath and visual privacy. While each homeowner has unassailable rights, they sometimes conflict with the greater good of the community. However, if we all use a little common sense, it will take little effort to keep Shelter Lakes appealing to residents and visitors. To this end, can we all remind ourselves to maintain our properties to the highest possible levels, remove any unsightly or excessive lawn furniture or vehicles, and screen any sheds or out-buildings that are visible from the road. These simple tasks will keep everyone happy.

Submitted: Shelter Lakes Board of Directors

Original Date: 3/6/03

Revision: 5/6/26

Shelter Lakes Homeowners Association Architectural Approval Committee- Regulations and Guidelines

Introduction

Article VI of the legal Covenants governing the Shelter Lakes community requires the formation and use of an Architectural Approval Committee (AAC). The purpose of this document is to publish regulations and guidelines for homeowner's information.

Purpose of AAC

The fundamental purpose of the AAC is to protect and enhance the substantial investment that each homeowner has made when purchasing a home in the community. To this end, the committee is mostly interested in the "curb appeal" of the community since any potential buyer evaluates the neighborhood as well as a house to purchase. In addition, the committee reviews any project that could impact your neighbor or neighbors, even if not viewable from the road.

What projects must be submitted for review by the AAC

In general, the AAC is required by the covenants to review any significant exterior modification, color change, improvement, additions, landscaping, patios and decks, or other projects that may be seen from the road by a passing motorist or walker or may be seen or heard by a neighbor. For ease, a submittal form is attached for an owner's use.

Regulatory Authority of the AAC

The AAC committee of the HOA is composed of three members charged with the responsibility of reviewing project applications submitted by the owners. If the AAC is vacant, the Shelter Lakes Board of Directors serves as the acting AAC committee members.

Approval or disapproval is solely determined by a majority vote of the AAC members. If an application is not approved, the applicant may not proceed with the project until the application is modified to achieve approval. If a project is done without the submittal and/or the approval of the committee, or is done despite disapproval, the HOA has both the duty and authority to use the courts to seek a settlement of the matter.

**SUBMITTAL AND APPROVAL FORM
SHELTER LAKES HOA
ARCHITECTURAL APPROVAL COMMITTEE (AAC)**

Submit form to: ShelterLakesHomeowners@gmail.com

Or **hand deliver** to HOA Board member in person or **Mail to:** Shelter Lakes HOA, PO Box 12, Catharpin VA, 20143

Date	
Homeowner	
Address	
	Haymarket, VA 20169
Contact Name	
Phone	
Email	

Description of planned improvement, alteration, addition, etc.

Describe in detail including materials and color schemes and/or submit architectural plans and specifications, or write "**See attached**" and provide separate plan documents. Documents must address all plan details.

Special Requirement:

If the proposed project, for examples, a basketball court, play yard, swimming pool, clearing of trees, fencing etc. could have a serious visual and/or noise impact on your adjacent neighbors, please have them indicate their approval of your project by signing below:

	Neighbor 1	Neighbor 2	Neighbor 3
Name			
Signature			

For AAC Use:

Date Received _____

Date of AAC Vote _____

AAC Action: _____

Approval Conditions (if any): _____

AAC Member Signature: _____