

Architectural Review Procedures

The function, scope, and actions of the Architectural Review Board (ARB) are authorized by the

FOAI Board of Directors and governed by the FOAI Architectural Guidelines that are informed by the FOAI *Declaration of Covenants, Conditions, Restrictions, and Easements* (“Declaration”) Article I, Section 1, Article VII, Section 2.a.iii, and Articles VIII and IX in their entirety; the *Articles of* Incorporation, Article IV, Section b; and the *Bylaws of Fontana Homeowners Association, Inc.* (“Bylaws”), Article VIII in its entirety*.*

WORKFLOW

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| **Step** | **Architectural Review Workflow** | **Responsible Party** |
| 1 | If you are building or rebuilding a home or putting on an addition, please refer to the Addendum to these Procedures. All others review the Architectural Guidelines (FOAI Website) | Homeowner |

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| 2 | Email the application and supporting materials to [arb@foai.org](mailto:arb@foai.org) to begin the process of Architectural Review. The ARB application consists of a form (available on [www.foai.org](http://www.foai.org/) or by requesting via email [arb@foai.org](mailto:arb@foai.org)) along with sufficient sketches/supporting material for the ARB to make a decision. The homeowner may also mail the application materials by USPS mail to FOAI, 111 Fontana Court, Charlottesville, Virginia, 22911. Note: This mailbox is not monitored daily, and this may delay the review. Do not leave the application in the wooden comment box in the Clubhouse. There is no fee required with an application for modification of an existing property. | Homeowner |
| 3 | The ARB email supplies an immediate acknowledgement. The ARB coordinator (or designee) will acknowledge receipt of application within 48 hours of receipt and ask any questions/request additional information based on cursory review. | ARB |
| 4 | The ARB will review the application and sketches, conducting a site visit if necessary, and contact the homeowner with additional questions/requests for additional information, then approve—with or without modification—or deny with reason. Under most circumstances, requests are processed within five (5) days. | ARB |
| 5 | Any changes in design or materials of approved applications are to be submitted to the ARB for re-approval. | Homeowner |
| 6 | For compliance, safety, and prevention of interruption of neighborhood services, if the approved work requires any digging, call 811 (or 800-552-7001) to have Miss Utility mark the underground lines prior to commencement of work. | Homeowner |
| 7 | Notify the ARB at [arb@foai.org](mailto:arb@foai.org) when work is completed. | Homeowner |
| 8 | ARB may visit the site to review and certify that work has been done in compliance with the approved application. | ARB |
| 10 | Per the governing documents, the Board of Directors will  hear any appeals by homeowners to decisions made by the ARB. Appeals should be submitted in writing to [theboard@foai.org](mailto:theboard@foai.org) . | Homeowner & ARB |

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