

Heathrow Hills HOA Architectural Review Guidance

“If you can see it from the street, it requires HOA approval.”

“If in doubt, run it by the HOA.”

The HOA maintains restrictive covenants, also called Declaration of Covenants, Conditions, and Restrictions (DCCRs), that all owners agree to follow by virtue of property ownership. The purpose of these covenants is to maintain consistent aesthetic and maintenance standards, preserve property values, and support the overall appearance of the neighborhood.

When Is HOA Approval Required?

Because Heathrow Hills is a deed restricted community certain exterior changes cannot be made solely at an owner’s discretion even when the work is taking place on privately owned property. The review process exists so that proposed changes can be considered in the context of the neighborhood as a whole and evaluated for consistency with the governing documents and the established appearance of the community.

As a general rule, if a proposed change can be seen from anywhere along a public road, including side streets, it should be submitted for review before work begins. This applies not only to structural additions but also to many exterior changes involving landscaping, hardscape, fencing, finishes, and other visible improvements.

There are also some situations where approval may still be needed even if the change is not readily visible from the street particularly where the work involves trees, fencing, pools, hardscape, or new permanent exterior structures. Interior changes that are not visible from the exterior generally do not require HOA approval.

If there is any uncertainty about whether a project requires review, residents are encouraged to contact Management Agent before proceeding. Early coordination can help clarify requirements, avoid delays, and help ensure that any formal submission is complete before it is forwarded for review.

General Approval Guidelines

In general, if a proposed change can be seen from anywhere along a public road, including side streets, it should be submitted for review before work begins.

Examples include the following:

1. Major changes to landscape or hardscape, including removal of trees
2. Changes to exterior house finish, including color, material, or finish
3. Additions to or removals from the house structure

4. Additions or changes to fencing, pools, water features, or detached structures such as playsets or pool houses

HOA approval is not needed if changes are entirely inside the home and is not visible from the exterior.

If the change is on the exterior but cannot be seen from anywhere along the public street or streets of your lot, approval is generally not needed, except in the following situations:

1. Changes to trees, landscape, or hardscape
2. Additions or changes to pools and fencing
3. New permanent exterior structures

Approval is also generally not required to repair or replace an existing exterior feature when the work is simply renewing, repairing, or maintaining what is already there.

Examples include the following:

1. Repainting the exterior of a home in the same color and style
2. Removing and installing a new driveway using the same finish and placement as the previous driveway

For major repairs, residents are encouraged to notify Management Agent so the work can be documented and so accurate information can be shared if questions arise.

Submitting a Request for Review

When submitting a request, please provide a general description of the proposed work along with any images, drawings, renderings, plans, or other materials that help explain the project.

Depending on the scope of the request, Management Agent may ask for additional information, clarification, or supporting materials in order to confirm that the submission is complete and ready for formal review. If needed, an HOA representative may also ask to meet with you or to view the property for proposed placement. Having samples of materials available is also recommended when applicable.

Management Agent coordinates and facilitates the review process on behalf of the Association. As part of that process, submissions are reviewed for completeness and general alignment with applicable requirements before being forwarded to the ARC, Board, or other appropriate

reviewing authority. This helps ensure the reviewing body receives a complete submission and is able to evaluate the request efficiently and consistently.

A request is considered formally submitted once all required information has been provided and the application has been forwarded for review. The 30 day review period begins when the complete application is received. The 30 day review period does not start if the application is incomplete nor does the 30 day review period start when the preliminary submission is first received.

Once formally submitted, requests are reviewed in accordance with the governing documents. Responses are generally provided within a few days although larger or more complex projects may require additional time.

If an official response is not provided within 30 days after a formal, complete application submission then the requested change is automatically approved provided it does not violate the covenants.

The goal of the review process is generally to approve requested changes provided the changes do not violate the covenants and remain in keeping with the aesthetic standards of the neighborhood.

Residents are encouraged to contact Management Agent in advance for guidance on submission requirements so their request can be prepared as completely before formal Board review.

Covenant Based Architectural Standards

The following is a practical summary of the most relevant covenant provisions related to exterior changes and architectural review.

Changes to Lots

Any change or addition to fences, walls, structures, or landscaping must be submitted for approval before work begins.

A submission should include:

1. What is to be changed
2. What it will look like, such as drawings, plans, or images
3. Samples or images of the materials to be used

Simple projects, such as installing a fence, generally require at minimum the proposed location of the fence and the type of fencing material.

Residents are encouraged to contact Management Agent in advance if they would like guidance on what information will be needed for review.

Garages

Garages must be attached to the house. Detached garages are not permitted.

Each dwelling must include a garage sized for at least two cars.

Garage doors may not face the street the house fronts, although side streets are acceptable.

Outbuildings

Tents, temporary garages, barns, and other outbuildings such as sheds are not permitted. In general, detached structures from the main home are not allowed with one exception addressed under Swimming Pools below.

For purposes of interpretation, an outbuilding is any permanent or semi-permanent structure intended to provide shelter for persons, animals, or property and that is not attached to the primary structure.

Temporary structures may be permitted with HOA approval in certain circumstances, such as the storage of construction equipment and supplies during an approved and active construction project or temporary construction dumpsters and portable toilets used for the same purpose, and should be preferably placed where not visible from the street.

Examples of prohibited outbuildings include sheds, barns, animal or dog houses, catteries, aviaries, chicken coops, and inflatable buildings or amusements, other than holiday decorations and single day events.

Driveways and Hardscape

Driveways and other hardscape areas must be finished as exposed concrete aggregate or pavers. Smooth concrete, gravel, and hard dirt surfaces are not permitted.

The color and style of concrete or pavers are subject to HOA approval.

Fences

Chain link and metal fencing are not permitted. Historically, this has been interpreted as prohibiting chain link, PVC, and wood fencing, and limiting acceptable fencing to black or brown aluminum or wrought iron.

Fencing may not be installed in front of the main structure or the minimum building setback line, nor may it extend up to any side or frontage street.

Mailboxes

Mailbox posts must be either Parisian, Charleston, or Old French as previously designed by Herndon & Merry.

Because Herndon & Merry no longer provides these styles, the HOA now requires mailbox posts to be installed and maintained in a style and appearance similar to the existing mailbox posts within the neighborhood.

Residents should contact Management Agent for guidance on repair or replacement of a mailbox post and to confirm whether a proposed model meets the HOA standard.

The mailbox itself, not the post, may be purchased from a local home supply store such as Lowe's or Home Depot. The box should be the extra large size and black in color.

Homes with brick mailboxes are exempt from the mailbox post standard so long as the brick mailbox is maintained in a neat and clean manner.

All mailboxes must remain functional including a working and closable door and red flag.

Each mailbox must also include a hanging sign showing the street address with lettering consistent with the other mailboxes in the neighborhood.

Swimming Pools

Swimming pools are permitted.

Bath houses and recreation rooms may be constructed adjacent to the pool, whether attached to or detached from the main structure.

Trees

Trees may not be removed unless they are a hindrance to the residence or driveway. The HOA intends to preserve a naturally oriented development.

Removal of trees requires prior approval except if the removal is necessary because of an emergency, such as fire, storm damage, or imminent danger to persons or property. In this situations, residents are asked to notify Management Agent as soon as reasonably possible.

When a tree is removed, any stump should also be ground down or removed, and the area should be restored to lawn, landscape, or hardscape unless a replacement tree is being installed.

As lots mature, trees and plantings mature as well. Tree removal may be appropriate in some cases and harmful in others. Residents considering the removal of multiple trees, or a change in the number or placement of trees, should consult with Management Agent before proceeding.

The HOA's general intent is that all lots retain some tree coverage and that no individual lot be cleared of all trees.

New Construction

Only single family homes are permitted. Multi family dwellings and duplexes are not allowed.

All dwellings must have a minimum main floor square footage of 4,000 square feet excluding the garage.

All structures must have full masonry foundations. Exposed block, concrete, or plaster foundations are not permitted. In practical terms, this means brick veneer must extend down to where the landscape or soil meets the vertical walls of the structure.

At least 50 percent of the exterior walls must be masonry, whether brick or EFIS/Dryvit, except on Lots 9 through 12, 14, and 16 through 20.

No structures may be placed in front of the minimum building setback line or extend laterally beyond the side lot lines.