Hi Neighbors,

The following information is an update on the roles and responsibilities of the ARC Committee.  I trust this information is informative and helpful.  Please read!

Charlie Baldi

25 January 2012

Architectural Review Committee (ARC) HOA INFORMATION EMAIL

Hi Neighbors,

            The BFHOA Board of Directors has appointed me as the ARC Chairman.  In this capacity the BOD requested that I undertake the task of organizing the ARC functions and procedures for our development.  To this end I am sending this email to ensure all residents know what the ARC does and are aware of the procedures to quickly get ARC approvals.

ARC bi-law – below, following this message, is a copy of the ARC section of our by-laws.

Current ARC members:

                        Charlie Baldi – Chairman 38019 Sayre Ct – 540 751-1907

                                    Email:  Charlie.baldi@comcast.net

                        Paul Grunwald – Sayre Court

                        Scott Obedin – Alberts Farm Dr

                        Jacque Thackaberry -- Alberts Farm Dr

                        Joe Liverman – Piggott House PL

The ARC was established to ensure our development maintains a uniformed building code as agreed upon when the Brown’s Farm development was established and to keep a high level of attractiveness to future buyers.

Basically all major exterior new construction and improvements must get ARC approval before initiation of work.  Regular maintenance work or upgrades do not need ARC approval, i.e. new or repairing a roof, replacing windows or doors.  If in doubt about the regulations call me.

Presently to initiate ARC approval of exterior work please call me for an application.  This information will also be available on the Brown’s Farm section of the website; [www.neighborhoodlink.com](http://www.neighborhoodlink.com) Our by-laws allow up to thirty days for obtaining approval, although I expect a much quicker turn around.  It is very important to obtain ARC approval before you begin work.

The ARC is also responsible to monitor ensure outside property maintenance is kept up to Brown’s Farm standards, i.e. cut grass, no long standing construction debris, fences repaired/painted and litter picked up.   We understand with our busy schedules we occasionally overlook maintenance that needs tending.  It is an ARC responsibility to remind homeowners when property maintenance needs attention.  When necessary the ARC will send an informal email requesting that maintenance action to remedy a situation is required.

One last note - A major concern of our community is trash blowing onto a neighbor’s property.  We are all aware of the excessive wind in our area, especially; it seems, on trash days.  Please take the extra precaution of ensuring your trash is properly bundled.  Don’t put loose trash in a bin as the wind does blow lids open resulting in loose trash exiting the bin.  Please place loose material in a larger tied trash bag.  Loose cardboard, not in a bin, should be tied together to reduce being blown about.  I would appreciate before calling me, you ask your neighbor to retrieve their trash from your property. Please communicate on neighborly terms, be nice it could happen to you.  Finally after a windy trash day take a walk around your property to retrieve blown trash even if it is in your neighbor’s property. Let’s all work together! 

If I send you an informal email about an HOA concern please take it as a friendly reminder and not personally.  We all agreed, when we moved into Brown’s Farm that we would abide by the by-laws of the HOA.

I will put significant ARC actions into the HOA minutes to keep you aware of ARC actions taking place in Brown’s Farm

I am available to discuss any ARC concern.

Charlie (what have I gotten into) Baldi

Chairman, ARC

**BROWN’S FARM HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

SECTION 1. COMPOSITION:         The Architectural Review Committee (ARC) shall be comprised of three (3) or more members, with a chairperson to oversee the committee.  The chairperson will be chosen by the members of the ARC and will serve as the primary point of contact for the ARC.  The chairperson will serve until he or she resigns or until the expiration of their 3-year term.

SECTION 2. METHOD OF SELECTION:  The ARC will be elected by the homeowners at the annual Home Owners Association (HOA) meeting, in the same manner as the Board members are nominated/elected.  The ARC will serve 3-year terms.  Members will serve until they resign.  If a member resigns, and this causes the ARC to have less than three members, then the board will appoint a successor for the balance of the member’s term.

SECTION 3. DUTIES:  The ARC shall regulate the external design, appearance and location of the Property and improvements on the property in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.  In furtherance thereof the ARC shall:

a.       Review and approve, modify or disapprove, within thirty (30) days, all written applications of Owners for improvements or additions to Lots.  Written notice given of approval/disapproval shall be made to the homeowner.  All applications not acted upon within thirty (30) days shall be deemed approved.

b.      Adopt architectural standards, as necessary.

c.       Adopt procedures for the exercise of its duties.

d.      Maintain complete and accurate records of all actions taken.

SECTION 4. ENFORCEMENT:       The Board of Directors, acting on behalf of the ARC, shall have the right to enforce, b a proceeding at law or in equity, all covenants, standards, controls and restrictions as adopted by said Committee or imposed by this Declaration per Title 55, Virginia Code, sections 55-508 thru 55-516.2.  In addition, per Virginia Code, failure by the Committee to enforce any such covenant, standard, control or restriction shall not constitute a waiver of the right of the Board of Directors to enforce such covenant, standard, control or restriction in the future.