

Amended September 30, 2024

Virginia Crossing Architectural Review Policy

The Architectural Committee of the board, is comprised of no less than two individuals and no more than three. Minimally one is a board member and the others will have agreed to act as responsible parties for approving requests.

1. The Architectural Request Form located on the Virginia Crossing website is filled out by the homeowner prior to any work being started. This is sent to vcrossing.board@gmail.com or dropped into the VC Mail Drop Box located inside the Clubhouse Library. (Copies of forms are also located in the library).
2. HOA board members will monitor [vcrossing.board](mailto:vcrossing.board@gmail.com) email box and the office mailbox for architectural requests.
3. Architectural requests received by email (preferred) or the office mailbox are provided to all architectural committee members. The Architectural Committee has 30 days to respond, but providing a more timely response to the homeowner is key. Receiving the homeowner form by email provides a better turn around time by the Committee.
4. The initial Architectural Committee member reviews the submitted form.
Some standards are listed below:
 - a) replace the existing windows with new white windows
 - b) replace the front door with new white door
 - c) painting driveway with color 6928 Natural Concrete, a solvent based stain product sold at Florida Paints – product sheet available to send to homeowner.
 - d) driveway paver requests will need the paver request form filled out by homeowner.
 - e) If clarification to the architectural request is needed, a phone call is placed to the homeowner by the initial committee member. This information is passed on to all committee members during the form review.
6. The Architectural Committee members discuss the request and agree on a next step. These could include approval based on form content or setting a time to meet with homeowner. Committee members confer and a unified decision is made to approve or deny.
7. The Designated committee member sends the homeowner the architectural form indicating approval or denial with any additional information within 30 days of request date. Sooner is preferred. Email is preferred correspondence, but Homeowners who have no email will receive a hard copy at their residence.
8. The designated committee member files paper copy of request at the HOA office in the correct address folder. A PDF file of the request is also saved to the location of architectural requests by address on the HOA shared drive.
9. The architectural request is listed in the next board meeting minutes.