

# Leeland Station Community Association

## Modifications and Change (Covenants) Committee

### FAQs

**Q: When do I need to submit a modification or change request to the Association?**

A: Homeowners are required to submit an application to the Modification and Change Committee whenever significant modifications, or changes are made to the property as outlined in the Association Documents for approval. If you are unsure if your improvements require an application, please consult the Architectural Improvement and Exterior Maintenance Guidelines which are located on the Documents of this website or email Katrinea Erb, Community Association Manager at [katrinea.erb@FSResidential.com](mailto:katrinea.erb@FSResidential.com). Please note: this email address is intended for questions and general inquires and should not be used to submit applications.

**Q: How do I submit a Modification or Change to my Property?**

A: To submit a modification or change, apply for approval by completing the Exterior Alteration Application located on the [Documents](#) of this website. The form and supporting documents should be sent to our HOA management company, FirstService Residential, by email at [arc-lsca.va@fsresidential.com](mailto:arc-lsca.va@fsresidential.com). Please review the Architectural Improvement and Exterior Maintenance Guidelines for a better understanding of what is permitted and what additional documentation may be needed (in addition to the request form).

**Q: What is the deadline for submitting an application if I wanted it reviewed at the next meeting?**

A: Applications must be submitted a minimum of five (5) days prior to the regularly scheduled meeting. Any applications received less than five days prior to the regularly scheduled meeting may not be resolved until the following month. Applicants are welcome to attend the committee review of the application to provide clarification to any questions. Walk-in applications will not be accepted at the meeting.

**Q: What's needed in a Modification or Change request for the Committee to Review?**

A: In order to prevent delays in a review, please ensure the following is included in your packet.

1. Site Plan - A site plan is a scaled drawing of the lot (site) which shows the exact dimensions of the property, adjacent properties, if applicable, and all improvements (including those covered by the application). The plat plan you receive when you purchase your home will provide a basis for your site plan. More complex applications may require 10 or 20 scale blowups (i.e., 1" = 10', 1" = 20') of the plat plan. Contour lines are required when drainage is a consideration. Site plan shows the relation of improvements to the house, property line and adjacent neighbors.
2. Picture and/or detailed drawing of improvements to include dimensions.
3. Color and style of house.
4. Description of materials being used to construct improvements; colors must compliment them house.
5. Estimated start and completion date.

**Q: Once the application is submitted, how does the process work?**

A: Once received by our HOA management company, The Modifications Committee will first review the application for completeness, then confirm that the requested modifications are in-line with the Board approved Guidelines. Upon review, the Modifications Committee will notify the resident with one of four responses:

1. Additional information is needed to adequately review the request.
2. The application has been approved.
3. The application is approved, subject to certain conditions.
4. The application has been declined with rationale provided.

**Q: How long does the application process typically take?**

A: Once received The Modifications Committee will review and respond to all complete applications within forty-five (45) days after receipt. Review times are frequently shorter; however, application volume and/or failure to provide adequate information to review the request may extend the time required for approval.

**Q: Once my project has been approved, how long do I have to complete my project?**

A: Approval by the Modifications Committee is effective for 180 days from approval and/or completed within twelve (12) months from the date the approval is given. If work is not completed within this timeframe, the approval is considered expired and a new application is needed.

**Q: How is the neighborhood monitored for violations to the Covenants and Design Guidelines?**

A: Our HOA management company performs inspections throughout the neighborhood no less than quarterly. If violations are discovered, the homeowner will receive a notice and is given time to correct the situation either by:

1. Removal of the violation
2. Submission of an acceptable application to bring the violation into compliance or by repair (in case of a maintenance problem).

**Q: What can I do if I notice a violation and want it corrected?**

A: While the HOA management company inspects the neighborhood regularly, residents can report violations directly to our HOA Management Company by email Katrina Erb, Community Association Manager at [katrinea.erb@FSResidential.com](mailto:katrinea.erb@FSResidential.com) When reporting a covenant violation, please include a description of the violation, a photograph of the violation, location of the issue by address and your name. Violations reported anonymously cannot be accepted; however, they will be confidential.