



**ADMINISTRATIVE RESOLUTION NO: 1
COMMUNITY REFERENCE DOCUMENT**

WHEREAS, Article 4 of the Association's By-Laws authorizes the Board of Directors to adopt and amend any reasonable Rules and Regulations that are not inconsistent with the Association Documents; and,

WHEREAS, the Board recognizes the need to publish guidance periodically for the members of the Association about appearance and standards to be maintained within the community;

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors for the Barristers Keep Homeowners Association does approve and implement this Community Reference Document (CRD) for use by the Association and its members.

Approved by the Board of Directors: March 13, 2018

To be Effective: March 13, 2018

President, Barristers Keep Homeowners Association

Barrister's Keepe Homeowners Association, Inc. Community Reference Document

This Community Reference Document (CRD) compliments information provided in the Barrister's Keepe (BK) Homeowners Association (HOA) Bylaws, Design Standards and other governing documents. The CRD provides detailed guidance to assist homeowners with maintenance and upkeep of the exterior of their home and additional important information. Barrister's Keepe governing documents can be found on the Barrister's Keepe website at [Documents](#).

Exterior Home Modifications

Modifications to the exterior of your home or property (e.g. landscaping and grounds) require **prior approval** from the Covenants Committee. A Barrister's Keepe Application for Architectural Change (AAC) must be submitted to the Covenants Committee (see [AAC](#), listed under Covenants Committee). The AAC requires signatures (or attached email acknowledgment) from four immediate neighbors that are most affected by the proposed modification. The AAC serves to **notify** your neighbors since some modifications may impact your neighbor's property. For example: a new patio may create drainage issues; tree removal may diminish privacy, protection from errant golf balls and shade; a new tree may disrupt sidewalks, views, etc.

The Barrister's Keepe *Design Standards* provides specific guidance regarding modifications that require Covenants Committee approval via an AAC (see [Design Standards](#), page 2, paragraph II).

General Rule of Thumb: *Contact the Covenants Committee for guidance before altering anything on the exterior of your home or modifying the landscaping on your property (see [Covenants](#)). Keep your neighbors informed!*

Common Exterior Home Repair and Replacement Guidelines

- *Garage and Porch Light Fixtures*

The Barrister's Keepe mandatory standard for garage and front porch replacement lights is Progress Lighting Cranbrook model P5659-71; this light is sold by vendors *Amazon, Home Depot* and others (see [Garage and Front Porch Lights](#)).

Back porch and lower deck lights may be replaced with any appropriate light. Homeowners that desire to match their back porch light with their front porch lights can purchase Progress Lighting Cranbrook model P5658-71 (this model is slightly smaller than the front porch light).

- *Garage Doors*

Original, builder-installed garage doors are no longer available. Replacement doors must match the existing architectural style (4 panels x 4 panels, no windows) and color (McCormick Amber White #101). Both garage doors must be an exact match and be replaced at the same time. Locking exterior hardware and handles are not required.

Several residents have purchased replacement garage door model CHI 2298: see [Garage Door](#); recessed panels, almond color, **no windows**. Vendors *Door Doctor, Academy Door* and others sell model CHI 2298.

- *Paint Color for Exterior Trim and Garage Doors*

Maintain the original builders paint color on all exterior trim; exterior trim includes kitchen nooks, eaves, front and back porches and garage doors. The mandatory color is McCormick Amber White #101, exterior semi-gloss (or an exact color match from another paint company of comparable quality).

- *Paint Color for Front Door and Shutters*

Maintain the original builders paint color on the front door and shutters (applicable for the largest BK model). The approved colors are from the *McCormick* exterior semi-gloss paint collection: Hearthstone #216, Carolina Slate #226, Farmhouse Red #217, Georgetown Green #220, Black #200 and Cape Blue #479. *McCormick Paints* (located in Vienna, VA and several other locations near BK) maintains the formula for these colors. Most local paint vendor's can match *McCormick* colors; see [Color Chart](#) for samples. Homeowners may choose another brand of comparable quality.

- *Deck Stains*

Deck stain shall be a **wood tone** color; red, orange, very dark and white deck stains, for example, are prohibited. Semi-transparent and transparent stains are recommended; however, the corresponding solid stain color may be used on the floor of the deck (horizontal surfaces). Homeowners may choose a "clear" stain or no stain to preserve the natural wood color. See [Behr Stains](#) for stain color and product selection ideas.

- *Composite Decks*

Wood alternative composite materials may be used for decks (both horizontal and vertical surfaces). Composite decks shall be a wood tone color. Decks previously constructed with composite material (horizontal surfaces) that are gray in color are "grandfathered in." See [Trex Colors](#) for composite material color and product selection ideas.

Homeowners that desire to construct a composite material deck with a non-wood tone color shall submit an AAC to the Covenants Committee for approval.

- *Paint Color for the Foundation*

Foundation paint shall be the same color as the wood trim and garage doors: McCormick Amber White #101. Homeowners that painted their foundation a different color are "grandfathered in;" however, they shall use McCormick Amber White #101 on the next repaint.

- *Outside air vents*

Metal outside air vents may be replaced with white plastic vents. Metal vents may be painted either a metallic/aluminum color or McCormick Amber White #101.

- *Aluminum and Vinyl Siding*

Aluminum siding may be replaced with vinyl siding at the discretion of the homeowner. Replacement siding must match the original aluminum siding color. Numerous vendors, including *Don Perry Siding*, offer aluminum siding repair and vinyl siding replacement (4.5 inch panel, almond color).

- *Kick Plates, Door Knobs and Door Knockers*

Replacement kick plates, door knobs and door knockers on front and back doors must closely match the original hardware. Matching hardware is sold by *Home Depot, Lowes* and several other vendors.

Other Important Barrister's Keep Information

- *Tree Removal Policy*

Homeowners that seek to remove, replace, relocate or add a tree on their property must follow the procedures detailed in the Barrister's Keep Tree Policy (see [Tree Policy](#)). Be prepared to submit a Barrister's Keep AAC to the Covenants Committee.

- *Gate Control Box*

Contact the Communications Committee Chair (see [Communications](#)) if you need to modify or add your name or change your phone number to the outside control panel for opening the front gate.

- *Mail Boxes*

Mail box issues must be addressed directly with our local Post Office (see [Post Office](#)).

- *Gate Entry Code*

The four digit gate entry code is changed every January; homeowners are notified via email of the new gate code. Protect this code. The code should be not provided to contractors, fast-food delivery companies, etc. If you are going to sell your home, ensure your real estate agent's website **restricts access** to the gate code (viewed by professional real estate agents, only). Contact a Barrister's Keep Board Member if you need the gate code (see [Board](#)).

- *Snow Removal*

Homeowners are responsible for plowing their sidewalks and driveways. The Barrister's Keep HOA hires a contractor to plow our front entrance, one-way street, and three visitor lots.

- *Management Agent*

AAA Property Management Co. is responsible for the financial aspects of Barrister's Keep HOA (see [AAA Management](#)). AAA mails each homeowner a reminder when HOA payments are due.

- *Selling Your Barrister's Keep Home*

Contact AAA Property Management Company and copy the Covenants Committee when you decide to sell your home. The Covenants Committee will work with AAA Property Management and the seller to resolve any outstanding maintenance or other issues to facilitate a smooth sale. AAA will provide the seller with a Disclosure Package (a copy of appropriate HOA documents that must be presented to the new homeowner). See [Package Fees](#) for the cost and specific services provided by AAA.

- *Visitor Parking Policy*

Barrister's Keep has three visitor parking lots. The use of these lots is limited to actual visitors. Residents shall park their vehicles in their garage or driveway. Long-term visitors that need to use visitors parking beyond two weeks must obtain a serialized permit. See [Parking Permit](#) for an application and instructions.

- *Annual Directory*

Twice a year, the Communications Committee publishes the Barrister's Keep Homeowner's Directory. The BK HOA Directory lists resident's names, phone numbers, and email addresses. The Directory is usually published in January and updated in July of each year. Residents must inform the Communications Committee Chair (see [Communications](#)) when they change phone numbers and/or email addresses. Email communication reduces BK volunteer's time, HOA costs and keeps residents abreast of community issues.

- *HOA Annual Meeting*

The Association hosts an annual HOA meeting in September with the main purpose of electing HOA Board members. Residents are notified of the annual meeting and encouraged to attend. The Board conducts three other meetings during the course of the year—usually in the months of March, June and November—to meet with residents and conduct community business. The Board normally approves the yearly budget for the Association at the November HOA meeting.

Please contact the Covenants Committee Chair (see [Covenants](#)) if you have any questions or suggestions to improve the CRD or our community.

The Covenants Committee shall review the CRD every two years for accuracy and relevance and provide the BK Board of Directors with a draft of proposed changes, accordingly.