

# Barrister's Keepe Homeowners Association, Inc. Community Reference Document (approved on March 12, 2019 by the HOA Board)

This Community Reference Document (CRD) complements 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](#)). 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 3, 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*

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* and others.

Back porch and lower deck lights may be replaced with any appropriate light. Homeowners that desire to match their rear 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. Homeowners shall submit an AAC to the Covenants Committee for garage door replacement approval.

The Covenants Committee approved steel garage door model CHI 2298 with recessed panels, almond color, and no windows, as a suitable replacement (see [Garage Door](#)). An AAC is not

required to install this specific garage door model. Several local vendors, including *Door Doctor*, *Academy Door*, and others, sell BK-approved 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 vendors, including *Sherwin-Williams* (located in Fairfax, VA), can match *McCormick* colors; see [Color Chart](#) for samples. Homeowners may choose another brand of comparable quality. If a homeowner chooses another brand, they should have the paint paper from McCormick to ensure the match is exact.

- *Deck Stains*

Deck stain shall be a **wood tone** color; red, orange, very dark and white deck stains, for example, are prohibited. Previously approved deck stain colors are “grandfathered in.” 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.

- *Exterior 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 specifications and color to the greatest extent possible. Homeowners shall submit an AAC to the Covenants Committee for siding replacement approval.

The Covenants Committee approved Mastic's Quest/Style Double 4.5" Dutch Lap in "almond" color as a suitable replacement (see [Dutch Lap](#)). An AAC is not required to install this specific vinyl style and color; differing style and color require ACC submission. Several local vendors, including *Century Siding* and others, sell and install BK-approved Mastic siding.

- *Kick Plates, Door Knobs and Door Knockers*

Replacement kick plates, door knobs, and door knockers on front doors must closely match the original hardware, in both style and color. Covenants Committee members can provide clarification regarding acceptable styles. Matching hardware is sold by *Home Depot*, *Lowe's* and several other vendors.

- *Roof Replacement*

Wind and hail storms have necessitated roof replacement on several BK homes. New roofing must match the original roof specifications and color to the greatest extent possible. Homeowners shall submit an AAC to the Covenants Committee to approve proposed replacement shingles.

The Covenants Committee approved CertainTeed's Landmark Architectural shingle roof in "Driftwood" color as a suitable replacement (see [Driftwood](#)). An AAC is not required to install this specific roof style and color. Several local vendors, including *American Custom Contractors*, *Long Roofing*, *Schaefer Siding*, and others, sell and install BK-approved CertainTeed shingles.

- *Storm Doors*

Storm doors offer added protection from wind and water intrusion and are authorized in BK. Storm door colors must be either McCormick Amber White #101 (to match the house trim to the greatest extent possible) or match the color of your door. Previously approved "white" storm doors are "grandfathered in." Storm door "windows" should be one piece, "full view" and **not** separated into two separate views (i.e. screen or solid material on the bottom, bar across the middle, and clear glass on top).

### **Other Important Barrister's Keepers 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 Keepers Tree Policy (see [Tree Policy](#)). Be prepared to submit a Barrister's Keepers AAC to the Covenants Committee.

- *Gate Control Box*

Contact the Facilities Committee Board Liaison (see [Facilities Liaison](#)) 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 clearing snow from their sidewalks and driveways. The Barrister's Keep HOA hires a contractor to plow our front entrance, one-way street, and three visitor lots. All vehicles must be removed from visitor lots during snow events to facilitate snow clearing operations.

- *Management Agent*

GatesHudson Community Management is responsible for the financial aspects of Barrister's Keep HOA. Quarterly HOA payments may be made via a link on GatesHudson's website (see "pay assessments" at [GatesHudson Payment](#)).

- *Selling Your Barrister's Keep Home*

Contact GatesHudson Community Management (see [GatesHudson](#)) and the Covenants Committee Chair (see [Covenants](#)) when you decide to sell your home. The Covenants Committee will work with GatesHudson to resolve any outstanding maintenance or other issues to facilitate a smooth sale. BK resale documents can be ordered through a link on GatesHudson's website (see [Resale](#)). Copies of appropriate HOA documents must be presented to the prospective new homeowner.

- *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 visitor parking beyond two weeks must obtain a serialized permit. See [Parking Permit](#) for an application and instructions.

- *Annual Directory*

Twice a year, the HOA Board 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. Updates and changes to the resident directory are made by following the instructions at [Directory Information](#). 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 year—usually in the months of March, June and November—to conduct community business. The Board normally approves the yearly budget for the Association at the November HOA meeting.

- *CRD Review*

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