

How to Submit an ARC Application

The ARC meets the first Tuesday of every month at 7:30 p.m. at the Kingston Chase clubhouse adjacent to the pool on Hiddenbrook Drive. All applications must be submitted prior to or at the meeting for prompt consideration. The best and easiest way to submit an application is to simply mail it to the ARC P.O. Box. It is also acceptable to present an application at the monthly ARC meeting. Please plan your improvement projects well in advance so that ARC approval coincides before, and not after, work has begun.

1. Please do not hand-carry your ARC application to anyone's house. Use the P.O. Box or bring your application to the monthly meeting for direct attention.
2. All applications submitted will be evaluated on their individual merit and relevancy towards maintaining the continuity and value status of the community as intended by the Protective Covenants. The basic idea and reasoning for any exterior change or alteration must be sound and appropriate towards the enhancement of the community. It should be understood that an acceptable design in one situation may not be so for another. The impact of certain installations upon adjoining properties must be under constant evaluation.
3. All exterior alterations to a homeowner's property must have approval of the ARC before work begins. Any work contracted for should have a contingency subject to the ARC approval. Upon approval, no change can be made without the consent of the ARC.
4. Each individual application will be judged upon its merits in accordance with the Protective Covenants.

The ARC does not make special exceptions on approvals for ARC matters outside of the approval cycle unless it is deemed "absolutely warranted" in the case of an emergency. Examples of "absolutely warranted" include, but are not limited to, instances where a home is damaged and must be repaired in order to be livable (i.e., the roof blows off during a hurricane and must be replaced to avoid further damage to the home, a garage door is broken and unable to be lowered or secured, a car hits a home and leaves a gaping hole in the living room). The ARC understands emergencies and will approve all such "exceptions" after an on-site inspection is completed.

This longstanding HOA policy must be reiterated because of several instances that occurred during the holidays (pre-Thanksgiving thru Christmas) where homeowners sought approval for cosmetic changes that they desired be completed to their home before a planned party or the arrival of guests and relatives. While the ARC understands that homeowners want to enhance their homes particularly at this time, these types of requests will not be considered and the ARC makes no exceptions. In the future, please do not put off submitting your applications to the ARC prior to the holidays.

The ARC reviews and approves applications at their monthly meeting, which is held the first Tuesday of every month at 7:30 p.m. at the KCHOA clubhouse. ARC members are volunteers to the Association and their time and privacy must be respected.

**KCHOA ARC
P.O. Box 221
Herndon, VA 20172**